



## **Sr. Manager / Associate Director, SEC Reporting and Internal Controls**

IDEAYA is an oncology-focused biotechnology company committed to the discovery of personalized, selective oncology medicines, targeting genetically defined patient populations using synthetic lethality, targeted oncogenic drivers and immune oncology approaches. IDEAYA, located in South San Francisco and La Jolla, California, is led by an experienced management team and leading scientists and advisors with extensive knowledge and expertise in cancer biology and small molecule drug discovery. For more information, please see [www.ideayabio.com](http://www.ideayabio.com).

Ideaya is seeking a South San Francisco based Sr. Manager / Associate Director, SEC Reporting and Internal Controls to join the Finance and Accounting Group. Reporting to the Controller, the position will be responsible for owning the SEC reporting process, SOX compliance and technical accounting for the Company. The position will oversee the SEC reporting process, including SEC documents and support for review by internal and external stakeholders including external auditors, senior management, legal counsel and audit committee. This position will lead quarter and year-end reporting related to the issuance of earnings, including ownership over financial aspects of the earnings release and generation of key reports. This position will help lead the development and implementation of internal controls and preparation of SOX 404 compliance (including implementing the SOX 404 B requirements). In addition, this position will be a key financial role responsible for providing leadership in technical accounting matters across the entire organization. The ideal candidate will be a certified public accountant with a blend of Big 4 CPA firm as well as public company reporting experience. The successful candidate will be a good communicator and able to effectively interact with all personnel levels within the organization in order to learn the Company's business operations and their potential disclosure implications in our public filings. Candidate must possess a strong desire to learn and develop new skills while providing enhancements to the current financial reporting function. Strong organization and analytical skills and attention to detail are essential.

### **Job Duties and Responsibilities**

- Oversee the preparation of all SEC filings (Form S-1, 10Q, 10K, etc.) including managing the review and approval process of all SEC filings with external auditors, senior management, legal counsel and audit committee. Prepare timelines and meeting materials and distribute draft filings
- Assist with the evaluation and assessment of design and operating effectiveness of the internal control environment through the performance of process and control walkthroughs and testing
- Assist process and control owners with developing and maintaining adequate internal control documentation such as narratives and process flowcharts
- Maintain thorough knowledge of SOX and related internal control expectations and be responsible for maintaining related policies and procedures
- Responsible for all technical accounting and disclosures, including research and preparation of technical accounting memos and working with third party consultants as needed to support conclusions
- Responsible for accounting for stock based compensation, including implementing an equity management system and ensuring the integrity of the company's stock and options data and plans.
- Lead the company's XBRL reporting process



- Focus on continual process improvement to increase accuracy and streamline reporting
- Establish and maintain relationships with key internal and external stakeholders
- Ad hoc projects, analysis and reporting as required by management

### **Qualifications**

- 8+ years of progressive accounting experience; biotech experience is highly valued
- Prior IPO experience (S-1 filings, etc.)
- Bachelor's or Master's degree in Accounting
- CPA license required
- Advanced understanding of generally accepted accounting principles
- Strong background with SEC filings (S-1, 10K, 10Q, XBRL tagging) required
- Experience researching and documenting accounting treatment for various transactions, including complex accounting concepts required
- Experience with public company stock administration and expense reporting
- Understands the criticality of SOX compliance requirements and/or has experience designing, monitoring, and evaluating internal controls and SOX compliance in a biotechnology organization
- Process-oriented, ability to work with others, and lead and affect process change and improvements
- Big 4 public accounting experience is highly desired
- Excellent oral and written communication skills
- Must be proficient with Microsoft Word, Excel and PowerPoint