

Soleno Therapeutics, Inc.
Corporate Controller

Job Summary

Soleno Therapeutics, Inc. (Nasdaq:SLNO) is seeking a full-time employee to fill the role of Corporate Controller, reporting directly to the Chief Financial Officer based in Redwood Shores, California. The Corporate Controller's role at Soleno is considered hands-on, and we are seeking an energetic finance executive with strong technical accounting skills and operational experience. The successful candidate will be a business partner with the CEO and with the Clinical and Regulatory functional leaders within the Company. Current direct reports to the Corporate Controller consist of the Director of Accounting and an Accountant.

Key Responsibilities

- Manage and provide consistent oversight for all Accounting, Financial Reporting, Accounts Payable, Clinical Trial Accounting, Payroll, Stock Warrant and Stock Option functions for the Company; maintain current records with Soleno's stock record and transfer agent
- Manage all SEC filings and other public documents, including: Annual Report on Form 10-K; Quarterly Reports on Form 10-Q; Quarterly Earnings Press Releases; and, certain financial sections of the Company's Annual Proxy Statement (such as Beneficial Ownership reporting)
- Provide guidance and oversight for implementing, maintaining and enhancing internal controls in connection with functions covered by Sarbanes Oxley ("SOX") reporting requirements; provide oversight of Company-wide SOX key controls, including review of changes to or implementation of new key controls.
- Provide leadership and framework for tracking performance and progress of Clinical Trials; provide the Vice President of Clinical Operations and Vice President of Regulatory Affairs the framework to plan, budget, track and report the US GAAP and cash-reporting performance for all activity related to the Company's clinical trials
- Primarily responsible to provide leadership and framework to prepare the annual budget, working with the leaders of Clinical and Regulatory operations; prepare monthly actual *versus* budget comparative Company-wide financial statements and by department
- Coordinate execution of external audits performed on the Company's consolidated financial statements and the Company's 401 (k) Plan; ensure that annual audit and quarterly reviews are completed timely and with no significant deficiencies or material weaknesses in the Company's internal accounting controls
- Assist with preparing meeting materials for the Board of Directors and related Committee meetings to review the Company's quarterly financial results, draft Earnings Releases and draft Form 10-Qs or 10-K, as applicable; also, responsible to assist with coordinating external auditor presentations to Audit Committee
- Lead Finance team in preparing for continued expansion of the Company's business through regulatory approval of new drug products, expansion of the Company's research and development and commercialization activities. Plans accordingly for the impact to Accounting, Financial Reporting, Clinical Trial Accounting, Payroll, Accounts Payable and Stock Option Reporting and proactively addresses issues and challenges.
- Keep abreast various Drug Development and Business Development initiatives. Provide US GAAP accounting guidance and feedback as initiatives are being developed to ensure that Drug and Business Development leadership and CFO understand the accounting and financial reporting ramifications of potential transactions; implement new accounting policies and procedures related

to all new transactions and ensuring proper disclosure, as applicable, in annual and quarterly SEC filings

- Keep current on accounting and financial reporting trends, new US GAAP and IASB accounting pronouncements impacting the Company, SEC guidance and disclosure trends affecting the Company
- Assist tax advisors in preparing and filing corporate Federal and State income tax filing and for prepare and review of quarterly US GAAP income tax provision
- Prepare local annual tax filings with Delaware, local property tax and other municipal tax filings
- Assist with annual insurance renewals
- Develop collaborative working relationships with leaders throughout the organization, especially in the areas of Clinical Operations, Regulatory Affairs, Finance, and Human Resources

Qualifications

The ideal candidate will have:

- Bachelor's degree, or higher, in Accounting or Finance
- CPA certificate
- 10 or more years of relevant experience in a public company, and ideally 4 or more years in a Big Four independent public accounting firm

Please submit resumé to Soleno Therapeutics, Inc., hr@solenolife.com