

Job Description

Job Title: Senior Manager, Accounting	Reports To (Title): Controller	Date Created: 6/27/24
Department: Finance/G&A	Job Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	

SUMMARY OF JOB (brief description): Soleno Therapeutics, Inc. (NASDAQ: SLNO), based in Redwood City, California, is a clinical-stage biopharmaceutical company developing novel therapeutics for the treatment of rare diseases. We are seeking a highly motivated accounting professional to join Soleno Therapeutics as a Senior Accounting Manager. This role will be responsible for managing the day-to-day accounting functions such as accounts payable, purchase orders, payroll, general ledger accounting and close activities and supporting the finance team with the preparation of financial statements.

RESPONSIBILITIES:

- Manage accounting activities to ensure compliance with generally accepted accounting principles, corporate policies, and external audits.
- Assist with monthly accounting close. Performs monthly analysis and reconciliations of balance sheet and certain revenue and expense accounts.
- Prepares general ledger journal entries and support and reviews general journal entries prepared by finance support staff
- Ensures that established internal control policies and procedures are followed.
- Manage AR, AP, PO, GL, and Payroll processing.
- Strong working knowledge of pre-clinical and clinical trial accounting
- Strong working knowledge of the Open Payments Program (Physicians Payments Sunshine Act)
- Strong working knowledge of inventory accounting
- Provides management, supervision and mentoring to accounting staff.
- SOX compliance and documentation
- Assist finance team with SEC financial reporting
- Assists with the annual audit and quarterly reviews including preparing and gathering support
- Assist with compilation of information for preparation of U.S. and foreign tax returns.
- Assist with compilation of information for preparation of statutory filings
- Preparation of sales and use tax returns

QUALIFICATIONS:

- Bachelor's degree in Accounting or Finance required; CPA preferred
- 5+ years of experience in a similar role, with a focus on the biotech and life sciences industry.
- Public accounting experience preferred
- Strong knowledge of US GAAP, SEC regulations, and accounting principles.
- Ability to meet deadlines while demonstrating professionalism under pressure.
- Flexible team player who thrives in environments requiring the ability to effectively prioritize and juggle concurrent projects.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.
- Strong attention to detail and ability to prioritize competing demands.
- Strong verbal and written communication skills.
- Demonstrated ability to manage and develop staff.
- Ability to handle and maintain the confidentiality of highly sensitive information.
- Strong working knowledge of Sage Intacct, bill.com, Excel and Word
- Strong working ability to process and review payroll

Salary Range: \$150k - \$180k (Actual salary at the time of hire may vary and may be above or below the range based

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on various factors, including, but not limited to, the candidate's relevant qualifications, skills, and experience, as well as the location where this position may be filled.)