

# Employee Job Description



<b>Job Title</b>	<b>Corporate Controller</b>
<b>Department</b>	<b>Accounting</b>
<b>Location</b>	<b>Carlsbad</b>
<b>Reports to (title)</b>	<b>VP of Finance</b>

## **JOB PURPOSE:**

Luxtera is looking for its next great team player! We seek a talented, experienced and motivated Corporate Controller to manage all financial reporting and accounting functions. Based out of our headquarters in Carlsbad, California, the Corporate Controller will report directly to the VP of Finance. This position is essential as we grow and scale our financial and corporate infrastructure. The Corporate Controller will build the financial processes and systems as Luxtera continues to expand. This role will work with the VP of Finance and other business partners to ensure a common-sense approach to develop and manage the build-out of financial controls and implement the systems necessary for the company to scale. The successful candidate will support the transformation of the accounting organization from a focus on reporting data, to being a trusted and sought after business partner for both strategic and operational decisions.

## **ESSENTIAL FUNCTIONS OF THIS POSITION:**

- Lead and build an experienced but lean accounting function
- Manage month-end closing and reporting process with the focus on a best-in-class accounting close
- Manage preparation of, and ensure accuracy of, month-end financial statements, including P&L, Balance sheet and cash flow statements
- Review non-routine transactions, determine accounting treatment and develop necessary policies and procedures
- Directs and coordinates review and audit with outside accounting firm
- Evaluation all significant accounting transactions, research and implementation of relevant technical accounting memos
- Manage all revenue recognition; including policy development and contract review
- Manage accounting services including payables and receivables
- Ensure compliance with statutory and regulatory requirements including set up of SOX control process
- Support company initiatives such as manufacturing, supply chain, commercial and business development
- Manage tax function, including federal/state tax returns and tax provision
- Manage stock compensation expense
- Oversee day to day commercial banking relationship

## **QUALIFICATIONS/SKILLS:**

- CPA required (active)
- Strong technical accounting skills with a thorough knowledge of GAAP
- Financial systems (ERP) and controls/process (SOX) creation required
- High-tech manufacturing experience preferred
- Demonstrated ability to work collaboratively and interface with executive leadership

- Knowledge and/or experience with transforming an accounting organization with the necessary skills, tools and resources
- Experience with complex multi-currency, multi-entitle system implementation

**EDUCATION & EXPERIENCE:**

- BS/MS in Accounting/Business/Finance required; MBA preferred
- Minimum of 10 years experience in accounting and finance
- Big 4 public accounting and audit experience preferred
- Public company experience preferred
- Private to public company transition experience preferred

**ATTRIBUTES/APTITUDES/ATTITUDE**

- Excellent communication and presentation skills with strong analytical and organization abilities
- Demonstrated ability to thrive in a highly collaborative and dynamic work environment
- Strong inner drive and self-motivation
- Possess a quality-oriented mindset and attention to details