



**Position:** Sarbanes-Oxley (SOX) Accountant

**Reports to:** Vice President of Finance

**Location:** Waltham, Massachusetts

**Position Summary:**

The Sarbanes-Oxley (SOX) Accountant is a key member of our finance team and is responsible for the coordination, implementation, and maintenance of Apellis' program for compliance with the Sarbanes-Oxley Act of 2002. The SOX Accountant works independently with teams from several areas of the company and is the primary point person for advising on SOX compliance. He/she assists with accomplishing business objectives of identifying and appropriately documenting internal controls over financial reporting by bringing a systematic, disciplined and timely approach to evaluating and improving the effectiveness of risk management, control, and governance processes.

**Key Responsibilities:**

- Reduces risk exposure by ensuring compliance with SOX requirements.
- Consults with management and external auditors in the development of goals, strategic plans, objectives, budgets, projects, and procedures.
- Examine accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to SOX standards.
- Coordinates the process to identify required SOX disclosures and related discussions with the appropriate levels of management.
- Collaborate with process and control owners across the business and enhance/improve the SOX documentation to ensure it meets external auditor's expectations.
- Perform walk-throughs for processes and controls.
- Design and execute testing to ensure key controls are effective.
- Assess risk and perform a root cause analysis on identified deficiencies.
- Work with control owners to verify remediation plans that address root cause.
- Apply judgement to identify enhancements to processes and controls that most efficiently and effectively address risks.
- Other duties as assigned.

**Education, Registration & Certification:**

- BS/BA degree in Accounting or Finance and relevant work experience
- CPA is preferred

**Experience:**

- Overall 7+ years of accounting experience; inclusive of 1-3 years of professional experience in public accounting and 3-4 years of experience with Sarbanes Oxley
- Prior experience in Bio-tech industry is preferred



### **Skills, Knowledge & Abilities:**

- Comfortable working independently with supervision
- Highly organized and results-driven
- Superior written and oral communication skills and the ability to work with different levels of management
- Energetic, hands-on attitude toward projects, people and overall job responsibilities that translates into improvements in the internal control function
- Highly motivated with the ability to be flexible in a fast-paced environment

### **Physical Demands and Work Environment:**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Benefits:**

Apellis offers a great benefit package which includes: health insurance with full premium coverage, 401K with company match, paid time off (PTO), long-term disability insurance, life insurance and more! Visit <http://apellis.com/careerbenefits.html> to learn more.

### **Company Background:**

We are a clinical-stage biopharmaceutical company focused on the development of novel therapeutic compounds to treat disease through the inhibition of the complement system, which is an integral component of the immune system, at the level of C3, the central protein in the complement cascade. We believe that this approach can result in broad inhibition of the principal pathways of the complement system and has the potential to effectively control a broad array of complement-dependent autoimmune and inflammatory diseases.

Visit <http://apellis.com/about.html> to learn more.

### *EEO Statement:*

*Apellis is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws. Apellis strictly prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, genetic information, marital status, AIDS/HIV status, smoker/nonsmoker, and occupational pneumoconiosis or any other characteristic protected under applicable federal, state or local law.*