

**Position Title:** Financial Reporting Manager  
**Location:** Corporate (Morrisville NC)  
**Type of Position:** Full Time

**ISSUER DIRECT (NYSE: ISDR)** is a global communications and compliance platform company, with offices in Research Triangle Park, NC, Salt Lake City, UT, Alberta, Canada, and London, UK. Thousands of CEO's, CFO's, compliance and shareholder communications professionals around the world rely on ISSUER DIRECT to deliver their company's vision to the market and to stay in compliance with regulatory agencies.

As one of fastest growing companies in our space, we are excited to be recruiting for skilled professionals looking to be a part of our dynamic team.

We are currently seeking a **Financial Reporting Manager** to join our team in RTP, NC.

**Position Summary:**

The position is a key role within the Finance Department, reporting to the Chief Financial Officer.

Responsible for ensuring the integrity and timeliness of all financial reporting, analysis and planning on a global basis. Works closely with members of the senior management team and takes an active role in shaping strategy through analysis and communication of financial and operating results. Ensures financial controls are in place for asset protection, the use of funds is optimized, and appropriate cash flow is generated. Manages the financial planning and analysis processes, periodic re-forecasts, cash flow projection, tax planning, and other ad hoc financial projects by performing the following duties.

**Essential Job Duties and Responsibilities:**

- Assists with day to day finance functions of the business.
- Works closely with the CFO and other senior management team members to measure and evaluate the company's financial performance.
- Consolidates financial reporting and ensures consistency with US GAAP.
- Prepares SEC reporting, including 10Q's and 10K as well as press releases.
- Assists with quarterly reviews and annual audit processes.
- Enhances and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the company and ensure adequate controls are in place.
- Assists with annual financial planning process including re-forecasts.
- Provides timely and accurate analysis of budgets, financial reports and financial trends in order to assist management in performing their responsibilities.
- Optimizes the handling of bank and deposit relationships with the company's bankers.
- Manages cash flow including developing reliable cash flow projections.
- Assists in corporate tax planning.
- Assists with development and calculation of sales commissions.
- Assists in financial analysis of potential targets and integration of acquired businesses.

**Skills and Abilities:**

- Interest in and ability to work in a collaborative, team-based environment
- Excellent oral and written communication skills
- Problem solving skills

- Detail oriented
- Self-driven
- Confidential
- Excellent time management and organizational skills
- Ability to prioritize and leverage resources successfully
- Proficient in PC/Internet technologies and Microsoft Office Suite

**Minimum Education and Experience:**

- BA/BS degree in finance or accounting; or equivalent combination of education and experience
- 3+ years' experience in accounting or related field, preferably in public accounting
- Certified Public Accountant and Intacct Software experience is a plus

**Physical Conditions/Requirements:**

- Position requires the ability to hear and communicate clearly, orally and in writing
- Capable of using a keyboard effectively
- Frequently required to sit for long periods of time, stand, and walk

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