

POSITION DESCRIPTION

POSITION TITLE: DIRECTOR, SEC REPORTING & TECHNICAL ACCOUNTING

GENERAL SUMMARY: The Director, SEC Reporting & Technical Accounting will be involved in all SEC financial filings, will be responsible for establishing the Company's Sarbanes-Oxley compliance program, will assist in technical accounting, and participate in other ad hoc projects, as needed. This position reports to the company Controller.

ESSENTIAL JOB FUNCTIONS:

- Prepare the consolidated financial statements, footnotes, MD&A, and supporting schedules to the annual report (10-K and proxy), quarterly report (10-Q), and financial information related to the quarterly press releases, including all relevant support.
- Manage the review and approval process of all SEC filings with external auditors, senior management, external legal counsel and disclosure committee. Prepare timelines and meeting materials and distribute draft filings.
- Coordinate the preparation of the non-financial sections of SEC Form 10-Q, 10-K and earnings related 8-K with the appropriate departments including external legal counsel and investor relations.
- Lead the company's XBRL reporting process.
- Assist the Controller in ensuring the company's financial statements are consistent with U.S. GAAP and SEC rules, including newly issued and emerging pronouncements.
- Assist the Controller in providing technical accounting leadership on significant accounting transactions and SEC reporting preparation.
- Stay up-to-date on technical guidance relevant to the agricultural biotech industry.
- Prepare white papers summarizing technical accounting issues, application of accounting guidance to the company, alternatives available, and recommendations on an as-needed basis
- Lead the development and implementation of internal controls and preparation of SOX 404 compliance.
- Oversee the maintenance and ensure the integrity of the company's stock and options data and plans in equity management system. Prepare the stock-based compensation journal entries.
- Assist with certain month-end close journal entries and account reconciliations including: revenue recognition, inventory, notes payable, joint ventures and derivatives.
- Facilitate and organize the necessary deliverables for external auditors to perform quarterly reviews and annual financial statement audit.
- Provide back up support to key accounting functions.
- Assist external legal counsel as needed.
- Assist with various special projects as needed.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's or Master's degree in Accounting required
- CPA license required
- Five to seven years of progressive experience in both public and industry accounting preferred, of which three or more years must be in public accounting, preferably with a Big 4 firm serving publicly traded companies at a national or large regional firm.
- Experience and strong knowledge of GAAP practices and protocols required.
- Strong background with SEC filings (10K, 10Q) and internal controls required.
- Experience researching and documenting accounting treatment for various transactions, including complex accounting concepts required.
- Knowledge of XBRL tagging.
- Experience with public company stock administration.
- Ability to successfully manage multiple projects with competing priorities and tight deadlines in a fast-paced, entrepreneurial environment.
- Superior attention to detail and capacity to think and work independently, as well as collaboratively in a team environment.
- Strong verbal and written communication skills, including the ability to articulate accounting rules and conventions in the context of our business needs.
- High level of integrity and fit within the company's culture and values.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings both on site and off site; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

ABOUT ARCADIA BIOSCIENCES, INC.

Arcadia Biosciences (Nasdaq: RKDA) develops and markets high-value food ingredients and nutritional oils that help meet consumer demand for a healthier diet. Arcadia's GoodWheat™ branded ingredients deliver health benefits to consumers and enable consumer packaged goods companies to differentiate their brands in the marketplace. The company's portfolio of agricultural traits are being developed to enable farmers around the world to be more productive and minimize the impact of agriculture on the environment. For more information visit www.arcadiabio.com.

Interested individuals may apply for this position by sending their resume to jobs@arcadiabio.com