



Job Title: Director of SEC Reporting and Technical Accounting

Reports to: Chief Financial Officer

Location: Pittsburgh, PA, USA or Remote; Occasional Travel May Be Required

Company Overview:

Liberated Syndication (Libsyn) pioneered the system to host and publish podcasts in 2004. Today, we are one of the industry's largest podcast and advertising networks with over 75,000 customers serving 6 billion downloads a year. We build products that are easy to use, so our customers can focus on creating great content. We provide a working environment that is challenging, exciting, collaborative and most importantly, fun.

We love problem solvers, geeks, artists, dreamers, doers, visionaries, fixers, and facilitators. With the industry undergoing explosive growth, podcast advertising is expected to exceed \$2 billion in 2023. Why not be part of that growth and apply to become part of the Libsyn Team? Your unique skill set might be exactly what we are looking for...and did we mention that our benefits are GREAT!?

Job Summary:

Libsyn is searching for the right candidate to serve as the point person for drafting and ensuring compliance for all SEC filings, including 10-Qs, 10-Ks and Proxy Statements. The candidate must also have deep technical knowledge of GAAP accounting and will be expected to stay current with all new accounting and SEC reporting rules to identify areas within the business that may be affected and proactively address them in a timely manner.

Duties/Responsibilities:

- Coordinate the drafting of all SEC filings, including Forms 10-Q, 10-K and proxy statements, and oversee XBRL tagging of financial statements
- Maintain proper documentation and support for all SEC filings.
- Coordinate with legal counsel to ensure compliance with non-financial sections of SEC filings
- Stay current with new accounting and SEC requirements, assess the impact to the Company, and communicate findings internally.
- Provide technical accounting research, documentation, and conclusions.
- Manage the establishment and maintenance of SOX controls.
- Oversee testing of SOX controls, as applicable.
- Analyze, assess, streamline, and strengthen internal control structure, implementing improvements where appropriate.

Required Skills and Abilities:

- Candidates must be highly organized and demonstrate great attention to detail.
- Excellent verbal and written communication skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced environment.

Education and Experience:

- Bachelor's degree in accounting and CPA certification
- 8+ years of experience with preference on a combination of experience with public company financial reporting and as an auditor with public accounting firm
- Substantial exposure to SEC reporting requirements
- Proven ability to research technical accounting matters, and document company accounting positions
- Advanced knowledge of US GAAP, SOX and SEC requirements.
- Experience with Active Disclosure software or similar SEC reporting software

Benefits:

- Competitive salary and bonus commensurate with experience
- Medical, Dental and Vision Coverage
- Long-Term Disability Coverage
- 401(k) Saving Plan
- Paid Vacations and Holidays
- Flexible/Remote Work Arrangements
- Educational Opportunities

Equal Employment Opportunity Policy:

The Company is an equal opportunity employer. Applicants for employment are, and will be, recruited, selected and hired, and employment decisions are and will be made, without discrimination on the bases of race, color, religion, sex, age, national origin or disability. This policy applies to new employees, promotions and all personnel actions within the organization.

The Company prides itself on the contribution it makes to the community. It is the intent of the Company to comply with all federal, state and local laws relating to equal employment opportunity.