

ReCor Medical

Ultrasound Denervation Therapies

Sr. Compliance Analyst, Finance

Department: G&A

Reporting to: Sr. Manager, Finance

Location: Palo Alto, CA

About ReCor Medical

ReCor Medical, headquartered in Palo Alto, CA, is an innovative medical technology company focused on transforming the management of hypertension, the leading cardiovascular risk factor in the world. ReCor has pioneered the innovative, minimally invasive use of ultrasound in renal denervation to lower blood pressure in patients with hypertension. The company is focused on investing in high quality product development efforts, as well as rigorous clinical studies to create a strong foundation for future clinical adoption.

ReCor Medical is a wholly-owned subsidiary of Otsuka Medical Devices Co., Ltd. Otsuka Medical Devices focuses on the global development and commercialization of endovascular therapies that provide new therapeutic options in areas where patient needs cannot be met through pharmaceutical treatment. Otsuka Medical Devices Co., Ltd. is a subsidiary of Otsuka Holdings Co., Ltd., a leading global healthcare group listed on the Tokyo Stock Exchange (JP 4578). With operations in pharmaceuticals, nutraceuticals, medical devices and other health-related businesses, the group generated worldwide sales of app. US\$13 billion in the fiscal year ended December 2019 and has a market capitalization of app. US\$25 billion.

<http://www.ond.otsuka.com/en/> <http://www.otsuka.com/en/>

Position Summary

This position reports directly to the Senior Finance Manager. The Sr. Compliance Analyst is responsible for the execution of the company's Compliance Program, especially for SOX compliance, monitoring practices within the organization globally, training, audits and investigations. The role requires to collaborate with accounting, legal, HR, IT and various departments.

Responsibilities and Duties

- Responsible for the development, implementation, and ongoing improvement of the SoX Compliance Program;
- Document internal controls for all key business processes and IT environment, including process walkthroughs, risk matrices and flowcharts;
- Develop & execute the SOX risk assessment and audit plans, based on thorough understanding of our business and risk exposures in medical device industry;
- Work closely with the business teams and external SOX consulting firm on scoping, planning and execution of SOX work;
- Collaborate with parent company and international business partners for global SoX compliance;

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- Closely work with legal, HR, IT teams and other cross-functional teams to create and maintain company's policies and procedures;
- Assess compliance with state and federal laws and contractual obligations from SoX perspective;
- Provide guidance and training session to company personnel on internal policies and procedures;
- Promote ethics and help identify improper conduct;
- Require travelling to different oversea offices to conduct the internal audit;
- Conduct compliance investigations and documentation from intake to resolution; collaborate with other functions to provide recommendations;
- Evaluate control weaknesses and reports results on a continuous basis;
- Ensure corrective actions are adequate and are implemented for all identified compliance deficiencies;
- Support the annual financial statement audit and other external financial compliance requirement (such as Sunshine Act);
- Keep abreast of regulatory changes and developments in the SOX environment; and
- Work on ad-hoc reports, projects, and analysis as needed.

Requirements

- Minimum 3 years relevant experience in internal audit environment;
- Bachelor's Degree in Business, accounting, internal auditing or information system;
- Experience with "Big 4" accounting firm, or a mid-level accounting firm, or an international corporation's internal audit department is preferred;
- Strong understanding of SoX internal controls framework and financial statements;
- Excellent documentation, communication and IT skills;
- Good knowledge of Microsoft Office, Excel is a must (vlookup, pivot table, Visio, etc.);
- Experience in ERP system is a must;
- Experience in medical device, biotech, healthcare, or manufacturing industries is preferred;
- Exceptional attention to detail, multi-tasking, proactive, analytical and problem-solving skills;
- Work independently, collaborative, high work ethical with a positive and can-do attitude; and
- Willing to travel.

Equal Employment Opportunity

At ReCor Medical, we value bringing together individuals from diverse backgrounds to develop new and innovative solutions for patients. As an equal opportunity employer we do not discriminate on the basis of race, color, religion, national origin, age, sex (including pregnancy), physical or mental disability, medical condition, genetic information gender identity or expression, sexual orientation, marital status, protected veteran status, or any other legally protected characteristic.

E-mail resume to HR: Careers@recormedical.com