 <p>Prolacta BIOSCIENCE Advancing the Science of Human Milk</p>	<h2>Job Description</h2>	<p>Owner: VP, Controller</p> <p>Revision No: 1</p> <p>Effective Date: 06/22/2017</p> <p>Supersedes: 4/14/17</p> <p>Page No: 1 of 4</p>
<h1>Tax Manager</h1>		

Department(s):	Accounting
Reports To:	VP, Controller
Date Posted:	November 1, 2017

Company

Prolacta is the pioneer in human milk-based nutritional products for premature infants in the neonatal intensive care unit (NICU). Prolacta believes that there is no adequate replacement for human breast milk and, as such, we believe infant nutritional products should be human milk-based. As a privately held, scientifically driven company, committed to improving premature infant nutrition, we are using human milk to change the standard of care in the NICU. Prolacta operates and/or owns milk banks that provide the starting material for the products Prolacta sells.

Job Summary

The position is a full-time position that is responsible for developing domestic and international tax strategies, including R&D Tax Credits. This position is also responsible for administering tax affairs to be compliant with federal, state, regional, local and international tax laws. Plan and complete complex corporate tax returns for federal, state and local income, and other jurisdictions.


Primary Duties and Responsibilities

1. Prepare and review federal, state and international tax returns, quarterly tax payments and extensions.
2. Research tax issues and correspond with the IRS.
3. Prepare and review the monthly, quarterly and annual tax provision calculations for inclusion in the company's consolidated financial statements.
4. Research, oversee, and evaluate indirect taxes.
5. Prepare all tax footnote disclosures for all filings.
6. Assist the VP Controller with special projects..
7. Implement and maintain reporting procedures to comply with internal control requirements.
8. Participate in other projects as required.
9. Ability to successfully multi-task and manage multiple deadlines.

Job Requirements and Qualifications

Qualifications

1. Bachelor's degree or higher in Accounting or other business related degree.

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<h1>Tax Manager</h1>		

2. 8 years' experience with at least 3 years in a manager role
3. 4 years of CPA experience with a Big 4 accounting firm, with heavy exposure to SEC and financial reporting.
4. Syspro ERP experiences a plus.

Other Knowledge, Skills and Abilities

- Able to create and manager budget
- Detail oriented with strong analytical skills.
- Finger-Hand Manipulation (e.g. 10-key, typing).
- Ability to work without supervision and meet deadlines
- Effectively interview and select candidates
- Handle conflict management and bring resolution
- Effective relationship building skills
- Ability to produce and present clear, concise and professionally written communications and presentations
- Performance Management, effective coaching and directing of others
- Positive attitude and motivation
- Ability to operate in a complex matrix environment
- Visionary and forward-thinking
- High level of business acumen
- Project management
- Strong PC skills, MS Outlook, Word, Power Point, other applicable tax software, proficiency with Access a plus.
- Must be able to work under pressure, meet deadlines, and be flexible when working on multiple projects simultaneously
- Strong Critical thinking and decision making skills
- Strong business ethics
- Scorecard management

Work Environment (Location, travel, shift, on-call, etc.)

Travel

Occasional travel

Location

Duarte, CA

Physical Requirements

Lift or move raw milk containers (during inventory counts), bags, binders or boxes (less than 10 lbs.).

Tax Manager

- a. Activities. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Amount of Time				
Activity	None	Up to 1/3	1/3 to 2/3	2/3 or more
Stand		<u>X</u>		
Walk		<u>X</u>		
Sit				<u>X</u>
Talk or hear		<u>X</u>		
Use hands to finger, handle or feel				<u>X</u>
Climb or balance	<u>X</u>			
Stoop, Kneel, crouch or crawl		<u>X</u>		
Reach with hands and arms	<u>X</u>			
Taste or smell	<u>X</u>			
Repetitive Computer Keying Motion				x

- b. Lifting. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.


Amount of Time				
Activity	None	Up to 1/3	1/3 to 2/3	2/3 or more
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Direct Reports

Senior Tax Accountant

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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<p>Tax Manager</p>		

“Prolacta Bioscience, Inc. is an Equal Employment Opportunity Employer.” Prolacta Bioscience, Inc. is committed to a proactive program of affirmative action and diversity development. The Company will continue to recruit, hire, train, and promote into all job levels without regard to race, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income, or veteran status.