



**Accounts Payable Associate
Job Code 433JY**

Description

Fate Therapeutics is seeking a highly motivated accounts payable professional to join our accounting team to support the accounts payable function. This is a full-time position reporting to the Accounting Manager, and is located at our corporate headquarters in San Diego, CA.

Primary Responsibilities

- Day to day invoice processing, verifying and reconciling invoice discrepancies, while heavily utilizing Microsoft Dynamics and Fraxion e procurement software
- Verify invoice 3-way and 2-way matching, while ensuring proper account coding, and that proper approvals and packing slips are obtained
- Communicate with vendors and employees on payment inquiries, and billing discrepancies
- Work alongside the Procurement and Shipping/Receiving department to resolve issues as needed
- Maintain and file electronic AP files & keeping electronic vendor files up to date
- Assist in preparation of check runs
- Assist in ad hoc requests and month end close
- Able to work independently in a fast-paced and high-volume setting

Qualifications

- Associates degree with a focus on business or equivalent experience preferred
- Ideal candidate will have 1 or more years of prior hands on accounts payable experience, preferably in the biotechnology or pharmaceutical industry
- Strong communication skills & organizational skills
- Able to self-manage and meet monthly deadlines
- Software savvy (experience with Microsoft Dynamics preferred)
- High attention to detail, professional attitude and reliable
- Proficient in Microsoft Excel
- Proficient in Adobe PDF

Working Conditions and Physical Requirements

- May require occasional evening and weekend work.
- Full-time onsite work at company's headquarters in San Diego.

For consideration send cover letter and resume to: careers@fatetherapeutics.com and reference job code 433JY.

About Fate Therapeutics, Inc.

Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for cancer and immune disorders. The Company has established a leadership position in the clinical development and manufacture of universal, off-the-shelf cell products using its proprietary induced pluripotent stem cell (iPSC) product platform. The Company's immuno-oncology product candidates include natural killer (NK) cell



and T-cell cancer immunotherapies, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor-associated antigens with chimeric antigen receptors (CARs). The Company's immuno-regulatory product candidates include ProTmune™, a pharmacologically modulated, donor cell graft that is currently being evaluated in a Phase 2 clinical trial for the prevention of graft-versus-host disease, and a myeloid-derived suppressor cell immunotherapy for promoting immune tolerance in patients with immune disorders. Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit www.fatetherapeutics.com.