



Accounting Manager
Job Code 436JC

Description

We are currently seeking a motivated individual to be a member of our accounting/finance team, managing general ledger accounting, accounts payable, payroll processing, budget-to-actual analyses, contract accruals, and other accounting and operating functions. This person will manage a team of accountants and be a key member in providing management for day-to-day accounting and operational activities. This is a full-time position reporting to the Executive Director, Finance and is located at our corporate headquarters in San Diego, CA.

Primary Responsibilities

- Manage month-end and quarter-end accounting close cycles, while managing 3 to 4 accounting team members
- Assess scalability and design of processes and procedures to accommodate anticipated head count and business growth
- Continuous improvement of processes and systems in support of efficiency and important business needs
- Develop internal financial reports for monthly and quarterly review
- Review and manage the processing and administration of company-wide payroll on bi-weekly basis. Monitor and coordinate changes in items including deductions, benefits, and 401(k) contributions
- Generate budget versus actual reports, investigate differences, and ensure costs are entered in the appropriate accounts/cost centers
- Maintain compliance with internal controls in a Sarbanes-Oxley environment
- Utilizing Microsoft Dynamics (Great Plains), manage invoice entry, accounts payable process and other general ledger and bookkeeping functions
- Prepare or approve recurring and non-recurring journal entries
- Utilize Fraxion E procurement software to assess open purchase orders for accruals and other purposes
- Ensure compliance with various regulatory and tax reporting requirements (income taxes, state and local filings, 1099's, W-2's, etc.)
- Manage corporate credit card reporting and Concur expense reporting system
- Work with various internal and external parties to ensure proper contract accruals
- Prepare or review various account reconciliations
- Assist as needed in various other areas including: SEC reporting, technical accounting, equity administration, collaboration accounting, grant accounting, and SOX management

**Qualifications:**

- Bachelor's degree in accounting (or related business field) and a minimum of 6 years of general accounting and operations experience required
- Experience managing direct reports and fostering a collaborative, communicative working environment
- Desire to continuously improve through individual contributions while fostering growth and development of team members
- Microsoft Dynamics (Great Plains) experience preferred (other general ledger software experience will be considered)
- CPA preferred
- Payroll processing experience preferred but not required
- Understanding of US GAAP
- Strong Microsoft Office skills required (including Word and Excel)
- Knowledge of internal controls (SOX) in a public company environment preferred
- Ability to quickly learn and master various software
- Ability to meet high-demand monthly and quarterly accounting deadlines
- Ability to work well in small team environment cross-functionally within accounting, HR, and operations (must be able to wear multiple hats)

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 436JC.

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 immunology 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.