



## **Accounting Manager Job description**

**Employee Type:** Full Time, Exempt  
**Location:** San Diego  
**Reports to:** Controller

### **About this position:**

The Accounting Manager will be responsible for managing the day-to-day accounting functions. This position addresses tight deadlines and a multitude of accounting activities including general ledger review and preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. The Accounting Manager is responsible for ensuring that work is properly allocated and completed in a timely and accurate manner. Additionally, the Accounting Manager is responsible for the supervision and development of accounting staff.

Some international travel may be expected, short duration trips to foreign offices. Travel is less than 10%.

### **Job description and technical requirements:**

- Establishes and/or applies policies and procedures to ensure that accounting transactions are in compliance with company policies and are recorded in the financial records in accordance with GAAP.
- Manage and coordinate the monthly/quarterly/annual close process including the review/preparation of journal entries and reconciliations. Assist with the review of international subsidiary close documentation.
- Ensure adherence to internal control systems to prevent inaccuracies in financial statements.
- Supervises, directs and reviews the work of accounting staff including but not limited to cash management, accounts payable, and general ledger reconciliations/journal entries).
- Develop a basic knowledge of technical matters and the Company's technical policies and procedures.
- Prepare and process payroll with the assistance of third-party service provider.
- Assist Controller with the facilitation and management of external financial statement and Sarbanes-Oxley audits.
- Work collaboratively with department leaders to accurately monitor and report on research & development spend, accruals, budgets and forecasts.
- Make and implement recommendations to improve accounting processes and procedures
- Perform other duties as assigned or required

### **Qualifications and Experience:**

- BS in accounting with a minimum of 5 years' experience. Experience with public audit a plus. business, accounting or related field; MBA & CPA preferred
- Experience in the biotechnology or pharmaceutical industry, including specific experience with clinical research/drug development process is preferred.
- Strong knowledge of US GAAP and internal controls
- Experience working and extracting information from various ERP systems

- Computer skills: Advanced knowledge of Microsoft Excel, Word, and PowerPoint;
- Effective time management skills. Ability to handle competing priorities to meet deadlines with minimum supervision.
- Exceptional communication skills, including the ability to effectively present information to various levels within an organization
- Ability to maintain confidentiality over all finance and accounting matters and information
- Hands-on, can do, positive attitude. Ready and willing to work closely with senior management in the development of the business and supporting systems.
- Excellent interpersonal skills and the ability to work effectively with multiple, cross-functional areas in a collaborative, team environment.

### **Company overview:**

AmpliPhi Biosciences Corporation (NYSE American: APHB) is a clinical-stage biotechnology company focused on the development of precisely targeted bacteriophage therapeutics for patients with serious and life-threatening antibiotic-resistant bacterial infections. AmpliPhi's lead product candidates target multidrug-resistant *Staphylococcus aureus* and *Pseudomonas aeruginosa*, which are included on the WHO's 2017 Priority Pathogens List. Phage therapeutics are uniquely positioned to address the threat of antibiotic-resistance as they can be precisely targeted to kill select bacteria, have a differentiated mechanism of action, can penetrate and disrupt biofilms (a common bacterial defense mechanism against antibiotics), are potentially synergistic with antibiotics and have been shown to restore antibiotic sensitivity to drug-resistant bacteria.