



JOB DESCRIPTION

POSITION	— Accounting Manager	DATE	— 1/16/2017
REPORTS TO	— VP Finance and Controller	FLSA	— Exempt
DEPARTMENT	— WPB Corporate	JOB TYPE	— Full-time

POSITION SUMMARY

The candidate will be in part of a growing biotechnology company headquartered in West Palm Beach, Florida. The company is a venture and corporate funded biotechnology company focused on developing cancer medicines using cutting edge technologies, with operations in Florida, Asia, Cayman Islands and the West Coast.

F1 Oncology is seeking to hire an Accounting Manager in West Palm Beach, FL to join their finance team. The candidate will report directly the VP of Finance and Controller in Grand Cayman. This individual will manage the accounting for the U.S. operations, including the consolidation of all entities and will supervise a Staff Accountant initially.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

These include, but are not limited to:

- Manage and oversee accounting for all U.S. operations including GAAP Compliance, GL, AR, AP, Payroll and intercompany transactions
- Prepare monthly U.S. financial statements and quarterly consolidated financials
- Review and/or prepare journal entries and account reconciliations in support of monthly and quarterly close process
- Reconcile bank statements and investment accounts on monthly basis
- Interface with external auditors and prepare schedules for the annual audit and quarterly reviews
- Coordinate with external tax accountants and prepare supporting schedules for the federal and state income tax returns
- Prepare sales tax returns, property tax returns and other state or local tax filings
- Assist in annual budget process
- Maintain capitalization tables for all entities

- Prepare accounting for share-based compensation and oversee the stock administration function

ADDITIONAL FUNCTIONS AND RESPONSIBILITIES:

- Other duties as assigned

EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's degree in Accounting, Finance or Business
- 5+ years of progressing experience in accounting
- Big 4 experience preferred
- Experience with consolidations and accounting for multiple companies a plus
- Experience in biotechnology industry preferred

PERSONAL CHARACTERISTICS

As the Company is poised to move to its next level, it is imperative that he or she be first and foremost a team player. The successful individual will also possess many critical personal characteristics, including:

Excellent Communication Skills, both Written and Oral — The successful individual's communication style should be diplomatic and direct, but not confrontational. He or she must be able to articulate clear, tangible objectives for the organization and can deliver an honest assessment of the level of achievement of those goals. He or she must work well in a collaborative team environment.

Accountability — The successful candidate must be able to quickly energize the organization and to focus it throughout its future growth stages. He or she should be a self-motivated, results oriented team player who leads by example, holds him or herself accountable for performance, takes absolute ownership, and champions all aspects of the programs.

Indomitable Work and Teamwork Ethic — The successful candidate will reject setbacks and will enthusiastically persevere until ambitious goals are achieved, both personally and from a team perspective. He or she will be resourceful and innovative at tackling multiple challenges.

Entrepreneurship, Sense of Urgency — The successful candidate will possess a high energy level, which allows him or her to react to situations quickly and decisively, possessing self-confidence to be assertive when taking a position, not being afraid to make decisions.

Integrity and Presence — The successful candidate will understand the importance of maintaining a high level of integrity. As such, he or she must project the appropriate professional image of the Company.

Benefits offered include: Health, dental, vision, life, paid vacation and sick leave.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, marital status, disability status, protected veteran status, or any other protected class.

To apply or obtain additional information, contact

hr@f1oncology.com and aharbert@f1oncology.com