



Icosavax Job Description

SENIOR DIRECTOR OF ACCOUNTING AND REPORTING

SUMMARY:

Icosavax, Inc. is a biotechnology company focused on developing potential “best-in-class” vaccines for respiratory diseases in older adults using a protein-based virus-like particle (VLP) vaccine platform. This VLP technology allows for stable, multivalent display of immunogens, driving a more robust immune response, and therefore should yield improved efficacy compared with conventional approaches. Icosavax has an experienced management team and has recently completed its Initial Public Offering. The company has a SARS-CoV-2 vaccine candidate in clinical studies and a respiratory syncytial virus (RSV) vaccine candidate expected to move into clinical studies in the 2nd half of 2021. Icosavax is rapidly developing a broad pipeline of other vaccine candidates using the VLP platform technology.

The Senior Director of Accounting & Reporting (“Sr Director, Accounting”) is a newly created position at Icosavax and critical role in the organization. Reporting to the Chief Financial Officer (CFO), the Sr Director, Accounting will lead and perform or direct team responsibilities including financial management, external/SEC reporting, technical accounting, internal controls, and compliance to support our growing business.

The successful candidate will be self-motivated and intellectually curious, a subject matter expert, and a collaborative team player. They will have the skills and experience to guide and develop appropriate procedures for a newly public company with increasing complexity, as well as the operational, communication, and influence skills to implement them. This position requires someone who can roll up their sleeves where needed, working within a lean operations team, and partnering with employees at all levels of the organization.

PRIMARY RESPONSIBILITIES

- Support and build consistent, accurate, and timely financial reporting for Icosavax, and ensure consistent compliance with US GAAP and SOX 404.
- Prepare and coordinate SEC filings (10-Q and 10-K), including drafting financial statements, footnotes, schedules, and MD&A.
- Develop and improve financial policies, procedures, and controls that will support our growth and increasing complexity, including strengthening our internal control environment, future SOX 404 program implementation, and continued compliance.
- Ensure accurate and timely monthly, quarterly, and year-end close processes. Oversee a timely and clean year-end audit and quarterly reviews.
- Participate in and/or facilitate the disclosure committee. Prepare and present audit committee materials.



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- Act as a liaison between the company and its external auditors, as well as to the legal team.
- Research and assess new accounting pronouncements and significant or unusual transactions with appropriate treatment of technical accounting guidelines, including but not limited to stock-based compensation, leases, and revenue recognition. Prepare and/or serve as primary reviewer of technical memos and white papers to document decisions, and advise company staff as appropriate.
- Develop, enhance, and maintain financial management systems, procedures, and infrastructure that support the current and future organization. Maintain the general ledger structure.
- Develop and execute critical accounting processes related to clinical trial accounting, external manufacturing and supply chain, revenue recognition, etc.
- Provide strategic direction and day to day oversight of accounting operations (Accounts Payable, Payroll, Stock Plan Administration, and General Accounting). Support external tax advisors' requests for income tax returns and tax provision.
- Establish/promote collaborative and productive working partnerships with internal stakeholders, third party service providers, and outside auditors as appropriate.
- As appropriate, build and develop the team to meet the needs of a growing and changing company.
- Participate in ERP and other financial systems implementation.
- Perform other duties and responsibilities as directed.

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

- Bachelor's degree in Accounting or Finance and 10+ years of relevant experience, or an equivalent combination of relevant education and experience.
- CPA qualification and Big Four accounting firm experience is highly preferred.
- Public company operations experience and/or experience in the biopharmaceutical industry is desired, but strong candidates without this will be considered.
- Strong command of and proficiency with US GAAP accounting and SOX 404(b).
- Strong attention to detail and drive to produce accurate and timely financial information.
- Proficiency in Excel, Word, PowerPoint, NetSuite/ERP, etc., and ability to learn new systems quickly.
- Strong written and communications skills, coordination skills, and interpersonal skills to collaborate with and motivate others.
- Ability to work independently and with minimal supervision, within fixed timeframes, to meet deadlines.
- Ability to work in a fast-paced environment, prioritize appropriately, be hands-on, and handle multiple tasks simultaneously. Problem solver that can both identify challenges and propose solutions.
- Intellectually curious, can-do attitude, development mindset, integrity.



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PHYSICAL DEMANDS:

- Manual dexterity required to operate office equipment (i.e., computers, phones, etc.).
 - Ability to lift at least 25 pounds.
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Location for this role is at the Icosavax headquarters in Seattle, Washington, USA.

Please send cover letter and resume to careers@icosavax.com