



Director, Accounting

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SUMMARY:

SUMMARY: Icosavax, Inc. (NASDAQ: ICVX) is a publicly traded biopharmaceutical company leveraging its innovative VLP platform technology to develop vaccines against infectious diseases, with an initial focus on life-threatening respiratory diseases. Icosavax's VLP platform technology is designed to enable multivalent, particle-based display of complex viral antigens, which it believes will induce broad, robust, and durable protection against the specific viruses targeted. Icosavax's pipeline includes vaccine candidates targeting respiratory syncytial virus (RSV), human metapneumovirus (hMPV), and severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Based in Seattle, Icosavax was formed in 2017 to advance the breakthrough VLP technology from the Institute for Protein Design at the University of Washington with the goal to discover, develop, and commercialize vaccines against infectious diseases.

The Director of Accounting is a critical role in the organization reporting to the the Sr Director of Accounting and Reporting, who serves as our corporate controller. The Director of Accounting will lead, perform, and direct team responsibilities including accounting operations, financial close and reporting, financial systems management, 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 develop and execute appropriate controls and procedures for a public company with increasing complexity. This position requires someone who can roll up their sleeves where needed, working within a lean operations team, and with operational, communication, and influence skills to partner with employees at all levels of the organization.

PRIMARY RESPONSIBILITIES

- Lead the accounting team and partners in day-to-day accounting operations (Accounts Payable, Payroll, Equity and Benefits Plan Administration, and General Accounting).
- Oversee and ensure accurate and timely monthly, quarterly, and year-end close processes. Support and contribute to a timely and clean year-end audit and quarterly reviews.
- Develop and improve financial policies, procedures, and controls that will support our growth and increasing complexity, including SOX 404 implementation and compliance.
- Proactively own and continuously improve financial systems, procedures, and infrastructure that support the current and future organization. Maintain the general ledger structure.



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- Develop and execute critical accounting processes related to clinical trials accounting, external manufacturing and supply chain, share-based compensation, etc.
- Support consistent, accurate, and timely SEC financial reporting for Icosavax and consistent compliance with US GAAP and SOX 404.
- Act as a liaison between the company and its external auditors, as well as to the legal team.
- Establish and 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.
- Perform other duties and responsibilities as directed.

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

- Bachelor's degree in Accounting or Finance required
- 10+ years of accounting and finance experience, startup experience a plus
- CPA qualification and Big Four accounting firm experience is highly preferred
- Public company operations experience and/or experience in the biopharmaceutical industry strongly preferred
- 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 demonstrated 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

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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OTHER:

- Location: Seattle, WA with hybrid schedule as preferred
- Must be eligible to work in the USA



ICOSAVAX

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- To reduce the presence and severity of COVID-19 cases in the workplace and in our communities, Icosavax requires all newly hired employees to be fully vaccinated against COVID-19 before commencing employment, subject to reasonable accommodation and other requirements of applicable federal, state and local law.

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