



Job Description

**Accountant I
Vaxcyte, Inc.**

September 2020

Company Profile:

Vaxcyte, Inc. (Nasdaq: PCVX) is a next-generation vaccine company seeking to improve global health by developing superior and novel vaccines designed to prevent some of the most common and deadly infectious diseases worldwide. Our exclusively licensed cell-free protein synthesis platform and our proprietary know how enable us to design and produce optimized protein carriers and antigens, the critical building blocks of vaccines, in ways that we believe conventional vaccine technologies cannot. Our pipeline includes pneumococcal conjugate vaccine, or PCV, candidates that we believe are the most broad-spectrum PCV candidates currently in development, targeting the \$7 billion global pneumococcal vaccine market. Our lead vaccine candidate, VAX-24, is a preclinical, 24-valent broad-spectrum pneumococcal conjugate PCV with preclinical proof-of-concept demonstrating potential to replace the standard of care that we expect to advance into clinical trials in the second half of 2021. Our pipeline also includes VAX-XP, a PCV with an expanded breadth of coverage of at least 30 strains, including newly emerging strains responsible for invasive pneumococcal disease and antibiotic resistance; VAX-A1, a prophylactic vaccine candidate designed to prevent Group A Strep infections; and VAX-PG, a therapeutic vaccine candidate designed to slow or stop the progression of periodontal disease by targeting the keystone pathogen responsible for this chronic, oral inflammatory disease. We completed our initial public offering in June 2020, raising \$287.5 million in gross proceeds.

Summary:

Vaxcyte is seeking for a well-organized and highly energetic self-starter to join our growing Accounting and Finance Team as an Accountant. The Accountant will be responsible for preparing and recording journal entries and account reconciliations. In addition, the Accountant will be responsible for preparing quarterly sales and use tax returns, preparing schedules for quarterly review and annual audits and assisting with various other schedules, financial statements and other projects. The ideal candidate is one who has the aptitude to learn new things, is not afraid of stepping into new territories, is customer-centric and is accustomed to a fast-paced environment. In addition, we are looking for a candidate who is flexible and has a passion for innovation and improvement in processes. A successful candidate is one who has great attention to details and strong oral and written communication skills.

Essential Functions:

- Prepare journal entries for month-end, quarter-end and year-end GL close
- Prepare various account reconciliations
- Assist with the implementation, maintenance and adherence to internal controls under SOX and accounting procedures in accordance with GAAP
- Prepare documentation needed to support invoices for billing
- Prepare quarterly sales and use tax returns
- Assist with preparing fluctuation analyses
- Assist with preparing PO spreadsheets for accruals
- Assist with gathering invoices for month-end accruals
- Assist Accounts Payable with processing vendor invoices with proper GL coding and approvals
- Assist Accounts Payable with reviewing expense reports to ensure proper backup is obtained from employees
- Assist with preparing schedules needed for quarterly reviews and annual audits
- Assist with preparing schedules for income tax, property tax and research & development credits

- Assist with preparation of various internal and external financial statements
- Assist with implementation of various financial systems and special projects

Requirements:

- Degree in Accounting or Finance
- 2+ years of accounting experience
- Accounting knowledge with accrual-based accounting
- Previous experience with an ERP system
- Industry experience in biotech a plus
- Accounting experience in a publicly traded company a plus
- Strong oral and written communication skills with proven ability to effectively communicate to employees at all levels and to outside vendors
- Strong Excel skills
- Ability to manage multiple tasks under strict deadlines with meticulous attention to detail
- Positive work ethic and organizational skills with a high attention to detail and unquestionable integrity and personal ethics
- A collaborative team player, able to partner with internal and external contacts at all levels
- Ability to work independently and as a part of a team, shift focus, and adapt to changing priorities
- Exceptional focus on customer service
- Ability to manage highly confidential information with professionalism and unquestionable integrity
- Demonstrated ability to thrive in a dynamic and fast-paced environment
- Fast learner

Reports to: Senior Accounting Manager with a dotted line to the Staff Accountant

Location: Foster City, CA

Compensation: The compensation package will be competitive and includes comprehensive benefits and an equity component.

Send resumes to:
careers@vaxcyte.com

Vaxcyte, Inc.
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