



Job Description

Associate Director of SEC Reporting & Technical Accounting
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 a highly energetic, talented and self-motivated individual to join our growing Accounting and Finance Team. The Associate Director of SEC Reporting & Technical Accounting is a very hands-on leadership role responsible for the preparation of SEC filings (e.g., 10-K, 10-Q, 8-K, S-8, proxy statement, etc.) and technical accounting. This position will also support the development and maintenance of company-wide accounting policies. A successful candidate needs to have deep expertise in SEC reporting requirements and technical accounting research. The candidate also needs to have the ability to work collaboratively with other functional areas, including CMC, Clinical, Project Management, FP&A, HR, Legal and other external advisors to provide guidance and leadership on policies and controls and to ensure the adequacy and accuracy of disclosures. In addition, we are looking for a candidate who is flexible and has a passion for innovation and improvement in processes and who has great attention to details, but does not lose sight of the big picture.

Essential Functions:

- Lead the preparation and filing of Forms 10-Q and 10-K, including footnotes, MD&A, XBRL tagging and review
- Prepare, review and/or file other periodic SEC documents, including, but not limited to Forms S-3, S-8, 8-K, proxy statements and Forms 3, 4 and 5
- Coordinate the completion of, and maintain supporting documentation for, all areas of external reporting as well as the preparation of GAAP and SEC checklists
- Lead and maintain SEC reporting calendar and coordinate review process with key stakeholders including the Executive Committee
- Review earnings releases, earnings scripts and investor presentations
- Respond to FASB proposals and SEC proposed rules on areas impacting the Company
- Assist with responding to SEC comment letters
- Participate in the Company's Disclosure Committee and Audit Committee meetings

- Assist with the preparation of financial materials and other materials used in presentations to the Audit Committee, Board of Directors and Senior Management
- Assist in managing internal controls and compliance programs and support SOX compliance efforts
- Collaborate with key business partners on various business transactions and initiatives to ensure relevant accounting issues are identified, researched concluded, documented, and communicated to relevant parties formally through accounting memos and informally
- Partner with external auditors, as needed, on highly complex business transactions to ensure accounting issues are properly vetted and concluded
- Ensure all new relevant and applicable accounting guidance from the FASB and the SEC and other regulatory agencies are properly evaluated and documented. Collaborate with key business leaders to implement any applicable accounting guidance
- Develop formal Company-wide accounting policies to ensure alignment with our business and relevant accounting guidance
- Lead continuous process improvement initiatives that enhance the efficiency and accuracy of financial reporting and internal controls
- Provide oversight of equity accounting
- Assist with month-end close activities and monthly financial package
- Participate in or manage system implementation and other special projects and other accounting and finance responsibilities as required

Requirements:

- Bachelor's degree in Accounting or Finance is required
- Active CPA license strongly preferred, Big 4 experience preferred
- 6+ years of combined public accounting and public company biotech/pharma industry experience
- Prior experience working in clinical-stage life science company strongly preferred
- Prior experience leading both technical accounting and SEC reporting at a public company
- Hands on experience with detailed XBRL tagging
- Strong understanding of U.S. GAAP and SEC reporting requirements
- Experience supporting and leading annual financial audits and quarterly reviews
- Knowledge of and experience in researching and documenting accounting guidance
- Ability to clearly and concisely document and effectively communicate accounting and reporting issues
- Previous experiences with SOX compliance a plus
- Three or more years of prior managerial experience
- Ability to multi-task competing and deadline sensitive priorities and proven ability to meet tight deadlines
- Effective time management, organization and prioritization skills in managing multiple projects.
- Excellent verbal and written communication skills
- Experience with Equity Edge and NetSuite preferred
- Strong Excel skills
- Strong analytical and problem solving skills
- Highly positive and collaborative individual that excels at developing working relationships, building consensus and fostering trust

Reports to: Controller

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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