

Controller / Assistant Controller

Florida, Miami | FULL-TIME

Cytovia Therapeutics is a biotechnology company that aims to accelerate patient access to transformational immunotherapies, addressing several of the most challenging unmet medical needs in cancer. Cytovia focuses on Natural Killer (NK) cell biology and is leveraging multiple advanced patented technologies, including an induced pluripotent stem cell (iPSC) platform for CAR (Chimeric Antigen Receptors) NK cell therapy, next-generation precision gene-editing to enhance targeting of NK cells, and NK engager multi-functional antibodies. Our initial product portfolio focuses on both hematological malignancies such as multiple myeloma and solid tumors including hepatocellular carcinoma and glioblastoma. The company is establishing R&D and GMP manufacturing operations in the greater Boston area and partners with Cellectis, CytoImmune, the Hebrew University of Jerusalem, INSERM, the New York Stem Cell Foundation, STC Biologics, and the University of California San Francisco (UCSF).

The Role:

Cytovia Therapeutics is looking for a Controller / Assistant Controller to support all accounting operational functions, including, financial reporting, technical accounting, systems implementations, tax compliance, internal controls, and managing external auditors. The position will report to the Vice President and will be based in Aventura, Florida.

Key Responsibilities:

- Assist in the coordination of all accounting functions
- Consolidation of all financial data for general ledger
- Responsible for monthly, quarterly, and annual closes
- Manage, monitor, and review the month end accounting close process to ensure accurate accounting records are maintained
- Assist in the coordination with auditors for the quarterly/year-end financial statement review/audits
- Manage accuracy and timeliness of the month end journal entries and closing process
- Monitor and review for accuracy the general ledgers, balance sheet reconciliations and financial statements for all entities
- Preparation of internal and external financial statements
- Implement and monitor adequate and effective internal controls
- Oversee daily, monthly accounting activities of senior accountant
- Determine accounting policies and procedures by researching and interpreting accounting guidance as applicable
- Prepare 10-K, 10-Q and 8-K reports, including supporting footnotes for SEC filings, for a public company in the future
- Monitor accounting rules and SEC reporting pronouncements to ensure proper application.

- Support the quarterly and annual financial reporting function. Prepare executive management reporting and analytics and other ad-hoc information reporting
- Responsible for maintaining overall compliance with SOX, proper documentation, and testing
- Maintain account reconciliation policies and processes
- Ensure the accounting department successfully meets budgeted objectives and planning responsibilities

Preferred Qualifications:

- Bachelor's Degree in Accounting
- Master's Degree in Accounting
- CPA Required
- Biotech experience required
- Minimum of 10 years of diverse accounting experience with extensive corporate experience; multinational experience preferred
- Big 4 public accounting experience
- Strong knowledge of the current FASB interpretations and U.S. GAAP rules
- Experience with JV transactions
- Proficient in Sarbanes Oxley 404 rules and their application to all accounting functions (to ensure IPO readiness)
- Proven self-starter and empowered decision maker that follows projects through timely completion
- Must thrive in a collaborative work environment and have significant experience managing major projects
- Strong people management and development skills with subordinates and superiors
- Oracle Netsuite ERP experience including new implementation
- Ability to manage competing priorities and the pressures associated with financial reporting and other related deadlines
- Perform with a high degree of accuracy and proven ability to meet deadlines
- Excellent written and verbal communication skills
- Experience in effectively working with cross functional teams including operations, FP&A and legal
- Experience managing external auditors
- Hands-on preparation is required
- Strong analytical and problem-solving skills
- Advanced Microsoft Excel skills including modeling

Cytovia Therapeutics is an Equal Opportunity Employer

We strive to create a space free of both explicit and implicit discrimination and harassment where everyone feels safe, heard, and valued. The character of our employees is as important as their talent, and we're proud of the team and environment we're assembling as we grow.

Please send your resume to: sanaa@cytoviatx.com or to sophie.badre@cytoviatx.com