



Allogene Therapeutics is a biotechnology company with a mission to catalyze the next revolution in cancer treatment through the development of allogeneic chimeric antigen receptor T-cell (CAR T) therapy directed at blood cancers and solid tumors. Founded and led by former Kite Pharma executives who bring unrivaled clinical development acumen in cell therapy, Allogene is well-positioned to further the potential of allogeneic cell therapy for patients.

Allogeneic CAR T therapies are engineered from cells of healthy donors and stored for “off-the-shelf” use in patients. This approach eliminates the need to create personalized therapy from a patient’s own cells, simplifies manufacturing, and reduces the time patients must wait for CAR T treatment. The Allogene portfolio includes 16 pre-clinical T cell therapy assets and UCART19, an allogeneic CAR T therapy currently in Phase 1 development for the treatment of acute lymphoblastic leukemia (ALL). Through its notable partnerships, Allogene leverages pioneering technology platforms, including TALEN® gene editing technology, to progress its portfolio of immuno-oncology therapies. Allogene, with headquarters in San Francisco, California, is a Two River portfolio company formed with one of the largest Series A financings in biotechnology from the investment consortium of TPG, Vida Ventures, BellCo Capital, the University of California Office of the Chief Investment Officer, and Pfizer. For more information, please visit [www.allogene.com](http://www.allogene.com), follow @AllogeneTx on Twitter and LinkedIn.

**Position:** A/P Analyst  
**Location:** San Francisco, CA

**Job Description:**

Allogene is seeking an Accounts Payable Analyst to manage the day-to-day accounts payable process. The ideal candidate for this role is an individual who is excited to take on new challenges in a fast-paced and dynamic start-up environment.

This position will report directly to the Controller.

**Responsibilities:**

- Managing incoming vendor invoices and employee expense reports.
- Process vendor invoices and employee expense reports in a timely basis.
- Respond to inquiries with internal and external customers.
- Identify and resolve issues that arise in the Accounts Payable process.
- Review the AP aging weekly to ensure invoices are being moved through the system in a timely manner.
- Follow up and resolve issues that arise within 24 hours of identification/notification of the issue(s).
- Generate weekly payment request and process the approved payments (Checks, ACH's and Wires).
- Ensure payments are made timely and within policy.
- Assist with the monthly / quarterly close process.
- Assist with implementation of expense reporting and ERP systems.
- Assist with annual audits and quarterly reviews.
- Assist with development and implementation of internal control policies and procedures for T&E and SOX 404 compliance.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work collaboratively to provide seamless, high-quality customer service.
- Manage use tax compliance and annual 1099 filings.
- Other duties as assigned.

**Requirements:**

- Associate’s degree in Accounting, Finance or related discipline.
- At least three years of experience in an automated accounts payable role (preferably at a Biotech, Pharma, or Life Sciences company).
- Working knowledge of ERP systems and their interactions.
- Familiarity with internal controls and provisions of SOX.
- Proficiency with Microsoft Office products (Excel, Word).
- Ability to work in a fast-paced, start-up environment.
- Strong attention to detail with the ability to multi-task and handle multiple responsibilities simultaneously.



- Excellent organizational skills and an ability to prioritize effectively to deliver results within reasonably established timelines.
- Ability to work independently and as part of a team.
- Strong interpersonal skills including verbal and written communication are essential in this collaborative work environment.
- Candidates must be authorized to work in the U.S.

As an equal opportunity employer, Allogene Inc. is committed to a diverse workforce. Employment decisions regarding recruitment and selection will be made without discrimination based on race, color, religion, national origin, gender, age, sexual orientation, physical or mental disability, genetic information or characteristic, gender identity and expression, veteran status, or other non-job related characteristics or other prohibited grounds specified in applicable federal, state and local laws. In order to ensure reasonable accommodation for individuals protected by Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Act of 1974, and Title I of the Americans with Disabilities Act of 1990, applicants who require accommodation in the job application process may contact [careers@allogene.com](mailto:careers@allogene.com) for assistance.

For more information about equal employment opportunity protections, please view the ['EEO is the Law'](#) poster.