



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 an investment consortium which includes 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: Corporate Controller**

**Location: San Francisco, CA**

**Job Description:**

Allogene is seeking an experienced Corporate Controller to be responsible for accounting, internal and external reporting, tax, internal controls, financial policies and procedures and stock administration. The Controller will also participate in the treasury and FP&A functions. The Controller directs financial operations and prepares financial analyses of operations, including financial statements with supporting schedules for use by management. The Controller is responsible for the Company’s financial policies and procedures, its accounting practices, the maintenance of its fiscal records, the preparation of financial reports, and the purchasing function. The Controller supervises staff that performs the functions of general accounting, payroll, accounts payable, cash receipts, purchasing and grant accounting. The Controller provides leadership and technical assistance to staff and supervisors in sound fiscal management practices, contract compliance and budget development, including assistance in initiating and managing the budgeting process and specific business plans. The Controller also participates as requested in corporate long and short term financial planning, cash management, business development strategies, and special projects. Public company experience required. Experience in a small biotech company would be helpful, but not required.

This position will report directly to the CFO.

**Responsibilities:**

- Accounting and financial reporting.
- Maintain robust accounting records, policies and procedures.
- Close the books in a timely manner in accordance with US GAAP.
- Generate monthly reporting package: general ledger; proper cutoff; journal entries; account reconciliations.
- Coordinate with CFO on clinical and CMC accruals.
- Distribute financial statements internally and externally.
- Prepare US GAAP compliant annual financial statements and footnotes.
- Manage technical accounting specialists to research accounting literature and prepare accounting and financial reporting position papers.
- Internal controls— design, implement and oversee internal controls; as needed longer term, implement SOX 404.
- Audits— manage annual financial audit, draft financial statements.
- Tax— manage tax returns and tax provision with external tax advisor; R&D tax credit; other annual tasks include 1099's, property tax filings, sales and use tax, CA SOS filing, California annual filing, US Census reports, etc.
- Treasury/cash management— monitor bank funds to ensure accounts have adequate cash to support needs; approve wire transfers; reconcile bank accounts, provide cash activity summary to management; all journal entries surrounding cash/investments.
- Accounts Payable— supervise A/P analyst in this role.
- Payroll— supervise payroll analyst in this role.

- Stock Administration— oversee outside vendors for stock administration and annual stock compensation calculation.
- 401(k)— As necessary, perform all 401(k) “administrator” duties and manage 401K audit process and annual Form 5500 filing; with plan provider and external audit firm.
- Systems— with CFO, select and implement new financial reporting system; implement purchase order, bill payment and other ancillary systems.
- Perform international multi-currency consolidations.

**Requirements:**

- 10 years’ minimum experience of general accounting, financial statement preparation and stock compensation accounting.
- Public Company Controller or SEC Reporting experience required.
- Knowledge of US GAAP and internal control frameworks.
- BS/MS/MBA in Accounting and CPA are helpful.
- Knowledge and understanding of biopharm industry highly desired.
- Experience with NetSuite (preferred but not required).
- Experience with accounting systems implementation.
- Excellent computer skills, including proficiency in Excel and Word.
- Experience in the preparation of multi-currency consolidated financial statements.
- Ability to work in a fast-paced, startup 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.