



NORTHWEST BIOTHERAPEUTICS

Job Description

Title: Senior Staff Accountant

Status: Exempt

Reports to: Chief Financial Officer

Responsibilities:

Essential Duties and Responsibilities:

- Perform a variety of regular and recurring accounting function requiring professional competency
- Generate, review, analyze and communicate financial data that reflects actual financial performance against approved budgets
- Compile and prepare entries to general ledger accounts
- Assist in quarterly and yearly SEC filings
- Assist in 8k filings
- Use judgment and professional skills in determining appropriate procedures for preparation of accounting records, research of transactions and reporting
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- Concurrently perform multiple assignments
- Document accounting transactions, using procedures defined by internal & external stakeholders
- Prepare monthly financial statements and other reports to be used by management for analyzing financial information
- Assist with analysis of accounting transactions
- Prepare tax schedules and apply basic knowledge of tax rules to assist in preparation of tax reports and returns
- Review contracts, orders and vouchers for accuracy based on established policies and procedures
- Apply the financial policies and procedures of the company. Bring inconsistencies and problems to the attention of management
- Contribute to the annual operating budgeting process through analysis and review of annual operating budget proposal
- Communicate with other company personnel and contacts outside the company with limited supervision
- Collect data and perform research on the details of transactions.
- Perform special projects as assigned



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Requirements

- Bachelor's degree in Accounting/Finance
- CPA desirable
- Minimum 3 years public accounting or corporate accounting experience
- Relevant accounting experience in the biotech field preferred but not required
- SEC experience preferred
- Excellent written and verbal communication skills
- Strong attention to detail

Location: Bethesda, MD

Salary Range: Competitive, dependent upon education and experience; excellent benefits

About Northwest Biotherapeutics: Northwest Biotherapeutics' mission is to become a leading developer and supplier of cost-effective, non-toxic immunotherapies for primary or adjuvant treatment of cancers. We are focusing on those product candidates that allow rapid commercialization to generate return for our stockholders, and that provide the resources required for continued development of potential additional products with longer lead times. We will continue to develop partnerships to commercialize and market our products with the goal of rapid market penetration without diluting our focus on clinical product development.