



Company Information

Castle Creek is a privately held holding company that holds and invests in companies in areas of unmet medical need such as rare genetic diseases. The company, through its subsidiaries Fibrocell Science, Inc. and Castle Creek Biosciences, LLC, develops and commercializes gene therapies for patients with rare and serious diseases of the skin and connective tissue with high unmet need. The company's lead gene therapy candidate, FCX-007, is being evaluated for the treatment of recessive dystrophic epidermolysis bullosa (RDEB), the most severe and debilitating form of epidermolysis bullosa (EB). The company is also advancing clinical research evaluating a diacerein topical ointment, CCP-020, for the treatment of epidermolysis bullosa simplex (EBS) and other forms of EB. In addition, Castle Creek is developing FCX-013, a gene therapy for the treatment of moderate to severe localized scleroderma. Castle Creek is a portfolio company of Paragon Biosciences. For more information, visit castlecreekbio.com or follow Castle Creek on Twitter @CastleCreekBio.

Job Description

Job Title:	Accounting Manager
Reports To:	VP of Finance
Group/Division:	Finance
Position Location:	Exton, PA
Number of Direct Reports:	
Day/Shift (if applicable):	
Exempt/Non-Exempt:	Exempt

General Responsibilities:

Working under the direction of the VP of Finance, the Accounting Manager leads the monthly close process and is responsible for the preparation and maintenance of the Company's accounting records. The Accounting Manager prepares financial statements that are complete, accurate and in accordance with U.S. generally accepted accounting principles as well as industry standards.

Responsibilities:

- Oversee and manage the general accounting functions, including, but not limited to: accounts payable, accounts receivable, general ledger, and taxes.
- Perform the month-end closing and financial reporting process, including posting journal entries and preparing account reconciliations.
- Maintain accounting for fixed assets.
- Maintain documentation for internal controls over financial reporting in compliance with Company policies.
- Assist with year-end financial audit activities and the annual corporate financial controls audit
- Assist with annual budget and periodic forecast process
- Assist in federal, state and local tax compliance efforts.
- Maintain detailed records of investor holdings and employee equity compensation plans.
- Manage Concur expense reporting and payment processes, ensuring compliance with Company expense policies.

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- Assess current practices and procedures and make recommendations for improvements.
- Provide direction and assistance to other departments regarding Finance policies and procedures and efficient control and utilization of financial resources.
- Develop and maintain relationships with banking, insurance, and nonorganizational accounting personnel to facilitate financial activities.
- Perform ad hoc analysis and special projects as requested.
- Develop staff by managing performance, setting goals, providing ongoing training, and maintaining strong employee relationships.

Computer Skills:

- To perform this job successfully, an individual should have a strong working knowledge of spreadsheet software and accounting and ERP/MRP systems as well as a working knowledge of word processing and presentation software.

Education:

- Bachelor of Science degree in Accounting or Finance required.
- CPA or MBA preferred.

Experience and Requirements:

- Biotech, life sciences and/or pharmaceutical experience preferred
- Big Four public accounting experience preferred
- Minimum 8-10 years of experience in an accounting related field
- Self-starter with strong problem solving skills
- Strong sense of ownership and accountability
- Ability to exercise sound judgment and make decisions based on accurate and timely analyses
- Great work ethic with high level of integrity and dependability
- Strong sense of urgency and results-orientation
- Excellent organizational, communication and time management skills a must
- Ability to work independently and as a team player
- Customer service approach
- Strong attention to detail
- Consistent follow-up

Disclaimer:

This position description is written as a guideline to inform Castle Creek Biosciences Employees of what is generally expected of them at each job level. The description is not intended to be all encompassing or limiting in any manner; rather, it is hoped it will add understanding and better reflect the work performed at all levels of employment within Castle Creek Biosciences. Duties and responsibilities other than those listed may be included as needed within the work group or the company as a whole.

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