



Senior Accountant - Job Description

Reports to: Corporate Controller

Location: Houston, TX

Inquiries and Resumes should be sent to: careers@ziopharm.com

About Ziopharm

Ziopharm is developing commercially scalable, cost-effective T-cell receptor (TCR) T-cell therapies based on its non-viral Sleeping Beauty gene transfer platform targeting solid tumors. The Company has clinical and strategic collaborations with the National Cancer Institute and The University of Texas MD Anderson Cancer Center. For more information, please visit www.ziopharm.com. Ziopharm is a public company (NASDAQ: ZIOP).

Summary

The Senior Accountant will be an instrumental player in the month and quarter-end close and work cross functionally to ensure financial records are prepared accurately and in a timely manner. In this role, the Senior Accountant will be performing monthly, quarterly/yearly close duties, including preparation and review of journal entries, account reconciliations, financial statement and footnote preparation, and fluctuation analyses.

Responsibilities

- Perform and assist with month-end and quarter-end close accounting tasks, ensuring compliance with US GAAP
- Conduct monthly and quarterly account reconciliations to ensure accurate reporting and general ledger maintenance
- Assist with financial statement preparation and footnotes
- Prepare quarterly and year-end schedules and assist with external audits
- Ensure that reconciliations, supporting schedules and analyses are completed accurately and on a timely basis and in accordance with the monthly closing schedule
- Assist in maintaining a strong internal control environment within all performed functions
- Participate in special projects and miscellaneous assignments as required, including financial and individual account analyses
- Preparation and assistance with month end analytical review of actual versus budget/forecast
- Provide ad-hoc reporting and analysis
- Monitor and review new accounting pronouncements and assist with implementation when necessary
- Assist with specific projects and initiatives unique to the business, such as system implementations, updates and business process improvements

Qualifications

- Bachelor's degree in accounting is required
- CPA including 2-3 years of Big Four public accounting experience is preferred
- 1-2 years of industry experience preferred
- Experience with US GAAP and SEC reporting
- Thorough knowledge of general accounting principles and internal controls
- Excellent analytical and creative problem-solving skills, with strong attention to detail
- Extensive experience with Microsoft Excel and Word
- Experience with Netsuite a plus
- Ability to work both independently and in a collaborative team setting
- Flexibility and ability to adapt to changing conditions
- Ability to work within and meet all deadlines while executing on multiple deliverables

Ziopharm is an equal opportunity employer. As an equal opportunity employer, we are 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, veteran status or other non-job related characteristics or other prohibited grounds specified in applicable federal, state and local laws.