



**VGX Pharmaceuticals, LLC**  
**(A Wholly-Owned Subsidiary of Inovio Biomedical Corporation)**  
**POSITION DESCRIPTION**

**Title: Senior Accountant – Full Time**

**Respond to: [careers@inovio.com](mailto:careers@inovio.com)**

**Location: Inovio Biomedical Corporation  
Pennsylvania Office  
VGX Pharmaceuticals, LLC  
450 Sentry Parkway  
Blue Bell, PA 19422**

**Candidates to Provide Salary  
Requirements with Response to Ad**

**Description:**

Inovio Biomedical Corporation is a San Diego-based biomedical company engaged in the design, development, and delivery of a new generation of vaccines, called DNA vaccines, focused on cancers and infectious diseases. The company's SynCon™ technology enables the design of DNA-based vaccines capable of providing cross-protection against new, unmatched strains of pathogens such as influenza. Inovio's proprietary electroporation-based DNA vaccine delivery technology has been shown by initial human data to safely and significantly increase gene expression and immune responses. Inovio's clinical programs include HPV/cervical cancer (therapeutic) and HIV vaccines. An IND has been filed for an avian influenza vaccine. Inovio is developing its universal and avian influenza vaccines in collaboration with scientists from the University of Pennsylvania and the National Microbiology Laboratory of the Public Health Agency of Canada. Other partners and collaborators include Merck, Tripep, University of Southampton, National Cancer Institute and HIV Vaccines Trial Network. More information is available at [www.inovio.com](http://www.inovio.com).

**Position Summary:**

The Senior Accountant, reporting directly to the Controller, is responsible for performing all accounting related activities for the company in accordance with Generally Accepted Accounting Principles, including but not limited to general accounting, accounts receivable, accounts payable / procurement, fixed assets, budgeting, consolidations, financial reporting and government contract management.

**Functions/Responsibilities:**

- Performs all accounting activities related to the consolidated monthly financial statement closing process, ensuring that all relevant transactions are recorded in an accurate and timely manner.
- Analyzes monthly balance sheet activity and prepares account reconciliations for review by management.
- Oversees accounting and reporting activities for government contracts, including interfacing with DCAA auditors, subcontractors and other government agencies.
- Analyzes requirements for capital expenditures, maintains fixed asset inventory, and ensures that all new equipment / asset purchases are properly depreciated, tracked and tagged.



- Actively participates in the year-end audit and tax preparation processes, providing analysis as needed.
- Participates in the preparation of the budget process, and prepares monthly variance reports for review by management.
- Prepares system and process documentation and ensures that all employees understand the corporate guidelines and comply with them on a timely and consistent basis.
- Provides assistance to corporate management to ensure company-wide SOX compliance.
- Oversees the procurement process, ensuring compliance with corporate guidelines, policies and procedures.
- Performs special projects and duties as required or requested.

**Qualifications:**

- Bachelor's degree with a major in accounting or finance from an accredited four-year college or university. CPA preferred, with combination of public accounting and industry experience.
- At least five years accounting experience with a solid understanding of GAAP, and strong background in general accounting, budgeting, consolidations, financial reporting and government contract management. Sarbanes-Oxley experience a plus.
- Proficient in knowledge and use of General Ledger systems, especially Quick Books and Macola, as well as Windows and Microsoft Office applications.
- Excellent oral and written communication skills, attention to detail and ability to interact effectively with management and prioritize diverse projects for multiple disciplines.