

**Position:**

Corporate Controller

**About the Company:**

Dren Bio (the “Company”) is a privately held, pre-clinical stage biopharmaceutical company focused on developing therapeutic antibodies for the treatment of cancer, autoimmune and other serious diseases. The Company’s management team and scientific advisors have profound expertise covering the discovery and development of engineered antibodies designed to selectively target and deplete pathological cells. Dren Bio’s pipeline is currently comprised of two distinct programs. The first program surrounds DR-01, the Company’s lead product candidate, which induces antibody-mediated killing of a cell type that is responsible for a multitude of hematologic malignancies and plays a key role in various autoimmune diseases. The Company’s second program is a proprietary antibody-based technology platform, its Targeted Myeloid Engager, which utilizes a novel mechanism of action to selectively engage myeloid cells for the targeted depletion of diseased cells and disease-inducing agents, as well as to induce immunostimulation.

**Function:**

Finance

**Level:**

Sr. Director / Vice President

**Location:**

Redwood City, CA

**Reporting Manager:**

SVP, Finance

**About the Opportunity:**

Dren Bio is seeking a highly motivated and experienced Corporate Controller to lead its accounting department in a fast-growing, lean environment. Reporting to the SVP of Finance, the Controller will primarily be responsible for all aspects of the financial accounting and reporting, procurement, treasury, and tax functions. This role will also initially include certain aspects of FP&A, Legal (corporate governance) and HR functions.

The ideal candidate will have had previous experience at a pre-IPO life sciences company, preferably in the biotechnology or pharmaceutical industries. The candidate should be well versed in developing and maintaining accounting policies, practices, and procedures, and have a long track record of managing teams to ensure work is properly allocated and completed in a timely and accurate manner. As part of the Dren’s anticipated growth, the Corporate Controller will be expected to hire, supervise and mentor a team, address tight deadlines on a multitude of accounting activities including general ledger preparation, financial statements, year-end audit preparation, and the support of ongoing budget and forecast activities. To succeed in this role, the candidate must be self-directed and possess a thorough knowledge of core accounting principles and procedures.

While Dren is currently small, the company is actively planning for success and expects the Corporate Controller to be a key member of the management team, with ample opportunities for growth both upwards and across the company.

**Role and Responsibilities:**

- Oversees the hiring and supervision of accounting and related personnel.
- Develop effective working relationships with leaders throughout the organization to ensure strong partnership between finance and the business.
- Support readiness for future financings, including a potential IPO by providing support in the drafting and reviewing of financing documents.
- Oversee general accounting, ledgers, reporting systems, payroll, 401K, accounts payable and treasury functions.
- Oversee all aspects of timely and accurate quarterly and annual close processes, including clinical trial and manufacturing accruals, preparation of journal entries and account reconciliations
- Prepare monthly and quarterly internal management reporting package, including preparing variance and fluctuation analysis
- Ensure strong accounting and operational processes to drive operational performance.
- Implement, document and maintain adequate and effective internal controls and processes to ensure timely and accurate financial reporting, including narrative standard operating procedure documentation and communication thereof with employees.
- Supervise outsourced procurement, accounts payable, and payroll service providers for all operational functions.
- Handles day-to-day cash management and oversight.
- Own the company's capitalization table and stock administration processes, including stock option issuances, grant processing and reporting, employee communication on stock related matters, facilitation of 409A common stock valuation reports, etc.
- Own the company's tax reporting and filing processes, including management and review of files prepared by the Company's tax providers for the Company's income tax returns, tax provision, tax disclosures, tax studies and analyses.
- Complete DE Franchise tax, property tax, use tax, payroll tax, and other local tax and business license filings.
- Coordinate requirements and renewal of various insurance plans, including directors & officers, clinical trial, property, and general liability.
- Manage audit processes and relationships with external auditors and financial reporting consultants. Support the conduct of all external audit activity.
- Serve as the company's expert for technical accounting matters, keeping abreast of changes in accounting requirements; Develop, maintain, and enforce technical accounting policies and procedures in accordance with US GAAP via oversight of technical accounting projects related to new and proposed accounting standards and complex accounting transactions (license agreements, collaboration agreements, leases, material R&D contracts, etc.).

- Together with the SVP of Finance and IT, manage and enhance the company's ERP, business, and accounting systems.
- Assists with ensuring completeness of corporate governance and data management (such as BOD minutes and written consents, stockholder consents, board approvals, transaction documentation, executed agreements, etc.).
- Complete investor requests, including confirmation letters.
- Partner with the SVP of Finance and other executive management team in preparing Board presentations.

**Education, Experience and Qualification Requirements:**

- Bachelors' degree in accounting or related discipline with approximately 10+ years' progressive accounting and finance experience, including 5+ years' experience at a life science company.
- Big 4 audit experience and CPA strongly preferred.
- IPO experience required.
- SOX 404 experience preferred.

**Core Competencies, Knowledge and Skill Requirements:**

- Strong understanding of both AICPA and PCAOB standards, including current accounting pronouncements relevant to a pre-IPO life sciences company.
- Strong technical accounting experience, including writing accounting memos and negotiating complex accounting issues with external auditors.
- Ability to proactively identify accounting issues and initiative to solve challenges.
- Experienced with common life science accounting focal areas including clinical trial and manufacturing accruals.
- Solid foundation in SEC rules and regulations, SEC reporting (including 10-K, 10-Q, proxy and 8-Ks).
- Expert level knowledge and proficiency with Excel, NetSuite and Bill.com. Experience with Prendio, Tallie, and Blackline a plus.
- Technically savvy with systems and ability to improve processes and utilize technology to enhance productivity, reduce errors, and mitigate risks.
- Ability to proactively manage tasks and workloads while being flexible, i.e. able to adapt/adjust with short notice.
- Excellent management and supervisory skills.
- Strong interpersonal skills and the ability to communicate effectively across a diverse range of departments and levels, including executive management. Ability to maintain positive, professional relationships with personnel at all levels of the organization.
- Experience working with senior level management, exercising professionalism & discretion.

- Ability to thrive in a fast-paced environment and to collaborate with cross-functional team members.
- Excellent communication and presentation skills.

**Salaries, Benefits and Other Employee Perks:**

Dren Bio strongly believes in investing in, and rewarding, its employees. This philosophy is embodied in the Company's total rewards program, which includes competitive cash compensation, equity incentive awards, and employer sponsored benefit offerings. Exact cash and equity compensation shall be commensurate with candidate's experience and qualifications.

**Employment Practices:**

Dren Bio is an equal opportunity employer. Employment decisions are based on merit and business needs. Dren Bio will not discriminate against any job applicant because of race, color, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, gender identity, medical condition, pregnancy, marital status, veteran status, or any other characteristic protected by federal, state or local law.

**Interested Applicants:**

Please send resume and cover letter to [careers@drenbio.com](mailto:careers@drenbio.com)