



POSITION PROFILE:

Director of Accounting

Acer Therapeutics Inc.
(Nasdaq: ACER)
One Gateway Center
Suite 351
Newton, MA 02458
www.acertx.com

March 2021



Company Overview

We are a pharmaceutical company focused on the acquisition, development and commercialization of therapies for serious rare and life-threatening diseases with significant unmet medical needs. Acer was founded in 2013, went public in 2017 and raised \$100 million to date. Acer's pipeline includes four programs: ACER-001 (sodium phenylbutyrate) for the treatment of various inborn errors of metabolism, including urea cycle disorders (UCDs) and Maple Syrup Urine Disease (MSUD); EDSIVO™ (celiprolol) for the treatment of vascular Ehlers-Danlos syndrome (vEDS) in patients with a confirmed type III collagen (COL3A1) mutation; ACER-801 (osanetant) for the treatment of induced Vasomotor Symptoms (iVMS); and ACER-2820 (emetine), a host-directed therapy against a variety of infectious diseases, including COVID-19. Each of Acer's product candidates is believed to present a comparatively de-risked profile, having one or more of a favorable safety profile, clinical proof-of-concept data, mechanistic differentiation and/or accelerated paths for development through specific programs and procedures established by the FDA.

The company is led by a management team experienced in the development and commercialization of rare disease therapeutics. Acer's strategy is predicated upon time and cost-efficient drug development, with the goal of delivering safe and effective therapies to patients with the utmost urgency.

Acer has a strong company culture and is committed to creating and maintaining an environment that values individual rights, hard work, fosters creativity, and promotes success. The Company is growing and is fueled by the talent and expertise of our employees and driven by the commitment to treating patients with significant unmet medical needs.

Reporting Relationship

The Director of Accounting will report to the VP Finance, Controller.

Job description

Acer is seeking a (Associate) Director of Accounting to join the Finance team. Key responsibilities include: preparing monthly reconciliations of key general ledger accounts and recording monthly general ledger entries; reviewing day to day accounts payable transactions; reviewing active vendor agreements and developing

accrual analysis support in connection with month end financial closes; and reviewing collaboration and revenue contracts to ensure proper accounting under ASC 606, and supporting partner reporting. The ideal candidate will have a thorough understanding of US GAAP, be a highly organized individual with strong attention to detail and a sound understanding of accounting, financial reporting and internal controls including the requirements under Sarbanes-Oxley. The individual should enjoy working in a fast-paced and rapidly growing environment. This is a hands-on role which will give the candidate visibility to all aspects of the organization.

Responsibilities

- Own the timely completion of balance sheet reconciliations and detailed analysis of changes in balances and the timely completion of income statement account analysis
- Drive the generation monthly expense accruals for all open contracts including clinical, non-clinical, contract manufacturing functions
- Preparation of journal entries in accordance with best practices work paper preparation required in a Sarbanes-Oxley environment
- Updating Lead schedules and tying analysis back to independent support
- Review of P&L accounts to ensure proper classification of expenses
- Preparation of timely and accurate accounting research position papers for non-routine and unusual transactions to support the monthly close, quarterly review and annual audit process
- Assist VP Finance, Controller with managing and maintaining the GL and chart of accounts in Oracle Fusion Cloud platform
- Work closely with budget owners to ensure invoices are recorded accurately to facilitate meaningful budget to actual financial reporting
- Assist with customization of accounting system and address operational issues to enhance business process and internal controls
- Assist Associate Director of Accounting with all aspects of Procurement and Accounts Payable, including review of vendor contract and Purchase Order setup, vendor setup, vouchered vendor invoices, and payments
- Support and adhere to strong internal control policies and procedures and identify areas where improvements can be made
- Support finance organization with special project and continues process improvement
- Support VP Finance, Controller through SEC Reporting process

Success Factors

- Ability to work collaboratively and effectively with others in a remote environment
- Ability to work under pressure and meet deadlines
- Strong analytical and communication skills
- Well organized and detail oriented

Job Requirements

- Bachelor's degree in Accounting with at least 6-8 years' experience; 8-10 years preferred
- CPA preferred (ideally national firm audit experience of public companies)
- Proficiency in Excel (advanced formulas (i.e. vlookup) and pivot tables preferred)
- Experience with an accounting package (Oracle ERP/Cloud Fusion preferred. NetSuite, SAP, etc.)
- Experience in the Biotech industry a plus but not required
- Finally, the candidate will need to embrace our ethos and principles

Location

United States. We operate in a virtual environment, with most employees working from home. Some travel, post COVID-19 pandemic, to our East Coast (Newton, MA) and West Coast (Bend, OR) offices will be required, as well as other US meeting locations from time to time.

Compensation

Acer seeks an individual of exceptional ability and will offer a competitive compensation package commensurate with candidate's individual skills and experience.

The Acer Ethos

We founded Acer on the fundamental mission that we will invest in developing innovative therapies for people impacted by serious rare diseases with significant unmet medical need and make them broadly accessible. In an era when the pharmaceutical industry is making huge strides in advancing therapeutic options for rare conditions, that may not sound atypical. But we believe we have a better way and it will deliver significant value to patients and their caregivers, healthcare

systems and society.

Be led by patients, their caregivers and clinicians.

We don't just put patients first, we are fueled by their resilience to adversity. That's why patients and their caregivers lead us in how to think about shaping our drug development programs so that our products will deliver optimal outcomes and earn the commitment of treating clinicians.

We recognize that drugs can offer tremendous benefit to patients and clinicians alike, but often leave both with an incomplete promise. That's why we engage with patient and clinician communities in our targeted pipeline areas and listen to their needs in order to reflect their inputs early and throughout our drug program development.

Indeed, such collaboration enables us to solve challenges and design solutions together.

Our Core Principles

1. Obligation to prioritize the Patient & their Family
2. Be Compassionate
3. Respect other's perspectives
4. Responsibility to do what's right – always!
5. Total Transparency
6. Celebrate Diversity
7. Humility
8. Be Courageous
9. Accountability
10. Be Unconventional

We will be accountable to this Ethos and Core Principles. We encourage open and transparent communication that can help us to drive our mission forward. We may seem impatient, but it is only because we want to get there faster. We are in this, together.

Acer Therapeutics is an Equal Opportunity Employer