



JOB DESCRIPTION – Junior ACCOUNTANT

Reporting to: Chief Financial Officer

Reportees: none

Cardio3 BioSciences is a Belgian based company developing regenerative therapies for the treatment of cardiovascular diseases. C-Cure™, the lead product of the Company is in clinical stage.

C-Cure™ is an autologous stem cell-based bio-therapeutic developed for the treatment of heart failure secondary to ischemic cardiomyopathy. C-Cure™ is derived from a sample of the patient's own bone marrow withdrawn from the iliac crest. Mesenchymal stem cells are isolated from this sample of bone marrow, cultured and expanded using a proprietary method, guiding them towards the cardiac lineage. Guided cells (C-Cure™) are subsequently injected in the patient's failing heart.

RESPONSIBILITIES

The Junior Accountant will be in charge of the daily management of the accounts payables, accounts receivables, and bank statement. He will also help the Senior Accountant in the preparation of the payroll and financial reporting of the company. This includes:

- Load all incoming invoices and bank statements in Winbooks
- Prepare monthly closing (analytical and general view)
- Manage the employee timesheet
- Compute the employee timesheet and prepare the monthly paycheck

PROFILE

- Associate degree in Accounting or finance
- Strong computer skills (Excel and Winbooks)
- Ability to exercise initiative within guidelines defined with CFO
- Ability to keep proper records
- Detail oriented
- Ability to work in a team environment