

JOB TITLE: CHIEF FINANCIAL OFFICER

List Lab's mission is to "harness bacteria's potential for a healthier world." We are a premier contract development and manufacturing organization for bacterial derived products for early clinical trials including live biotherapeutic products derived from the rapidly growing microbiome field. Live biotherapeutic products, an exciting new therapeutic, are a novel approach to disease treatment and have significant potential to improve patient lives. List Labs also specializes in the production of both native and recombinant bacterial proteins and toxins used for research and development.

List Labs offers a dynamic and congenial company environment and the convenience of working in the South Bay Area.

We are seeking a CFO to lead the Finance, Accounting, HR and IT departments. This position will be responsible for overseeing the financial and administrative operations of the company, guiding its financial and people strategy, planning, and maintaining its fiscal stability. He/she will be a strategic business partner to the CEO, collaborate with the executive management team to establish long-range goals, strategies, plans, and policies.

Essential Duties and Responsibilities

- **Financial Management:** Manage the company's financial operations, including budgeting, forecasting, cashflow, and auditing. Ensure that the financial transactions, policies, and procedures meet the organization's short and long-term business objectives and are conducted in accordance with regulations, accounting principles, and standards.
- **Strategic Planning:** Develop and implement the financial strategy of the company aligning it with our overall goals and objectives. This includes long-term financial planning and forecasting, risk management, and funding/investment strategies.
- **Financial Reporting:** Oversee the preparation and communication of monthly, quarterly, and annual financial statements. Ensure the timely reporting of key financial data and updates to the CEO, Board of Directors, and other key stakeholders. Provide product and service analyses and data to senior management to make informed business decisions about products and services.
- **Audits Management:** Manage semi-annual review and annual financial audits as well as other statutory / government audits.
- **Stock options plan and 401k plan management:** Oversee company's employee stock option plan and 401k plan in according to the approved plan policies and procedures.
- **Compliance:** Ensure legal and regulatory compliance regarding all financial functions. This includes tax planning and compliance with local, state, and federal tax regulations.

Keep abreast of changes in financial regulations and adapt company practices accordingly.

- **Leadership:** Direct the Finance and Accounting, HR and IT teams and ensure their ongoing professional development and training. Participate in key decisions as a member of the executive management team. Foster a positive and inclusive workplace culture that aligns with the company's mission and values.
- **Investors relations and capital raising:** Source and manage capital raising to support the growth of the Company. Establishing and managing internal and external investor relations for potential fund raising, joint ventures, and or M&A opportunities. Provide strategic financial input and vision. Participate in the financial and operational due diligence and/or financial modeling associated with new entities, new products/services, and potential partnerships and acquisitions.
- **HR & IT management:** Provide strategic leadership and guidance to the HR and IT departments, ensuring adherence to current regulations and best practices in support of company's strategic initiatives.

Qualification and Experience

- Bachelor's degree in Accounting, Finance or related field. An advanced degree (MBA) and directly relevant professional certification (e.g., CPA, CFA) are preferred.
- Minimum of 15 years of experience in the biotechnology, pharmaceutical, and/or CDMO manufacturing industry. At least 10 years must have been at the senior management level with direct Finance, Accounting, HR, and IT oversight experience.
- Proven experience as a CFO or in a senior financial leadership role is a must.
- Strategic and business management experience, preferably in biotechnology or the contract development and manufacturing (CDMO) space is a must.
- Experience in utilizing financial analysis and analytics to drive organizational profitability and productivity.
- Experience in working with foreign parent companies/investors, especially in South Korea is highly preferred.
- Experience in managing IPO and M&A process is a plus.

Knowledge, Skills and Abilities

- Exceptional leadership and team management abilities.
- Strong ethical standards and high levels of integrity.
- Strong interpersonal, communication, analytical, strategic, and organizational skills.
- Strong presentation skills.
- Proficient in Microsoft Office applications (Word, Excel, Access).

Physical Requirements

- Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.
- Prolonged periods sitting at a desk and working on a computer.
- Specific vision requirements include reading of written documents, and use of computer screens.
- Out-of-state travel is required.

Compensation and Benefits

- The anticipated base salary range for this position is \$200,000 - \$250,000 per year based on a variety of factors, including but not limited to, internal equity, experience, education, specialization, skills, abilities, and training relevant to the role.
- The title may be assessed one level lower or higher, accordingly.
- Benefits include medical, vision, dental, vision, and group-term life insurance, 401(k) retirement plan with a 4% employer match, vacation, and holidays.
- The above salary range represents the Company's good faith and reasonable estimate of the range of possible compensation at the time of posting.