



The Pennington Biomedical Research Foundation (PBRF) is a 501(c)(3) charitable organization whose mission is to provide the Pennington Biomedical Research Center (PBRC) with vital funding for nutrition-based research that aims to prevent premature death from chronic diseases. PBRF is the chief fundraising entity for PBRC which is at the forefront of discovery and innovation in obesity, Type 2 diabetes, cardiovascular disease, cancer, and dementia research. PBRC's discoveries have changed the way America eats, exercises, and ages since 1988. More information on PBRF is available at [www.pbrf.org](http://www.pbrf.org) and you can learn more about PBRC at [www.pbrc.edu](http://www.pbrc.edu).

The **Vice President of Finance** (VP) manages all accounting, financial, budgeting, investment, tax, and compliance areas for the Pennington Biomedical Research Foundation (PBRF). Reporting directly to the President/CEO, the VP is a key member of the executive leadership team and interacts with the PBRF Finance-Audit Committee and Board of Directors. The VP manages and coordinates key financial relationships with Pennington Biomedical Research Center (PBRC) leadership and faculty, as well as external financial, audit, banking, legal, insurance, and investment professionals.

#### **Key Objectives:**

- **Accounting, Audit and Financial Operations** - Ensures accurate, complete, and timely financial reporting for management, Board governance, and external stakeholders.
- **Financial Planning, Analysis and Reporting** - Provides strategic leadership and guidance for the annual financial statement and budgeting process, ensuring alignment with strategic initiatives and long-term organizational planning.
- **Treasury and Investments** - Manages treasury functions including cash management and banking relationships and provides oversight of PBRF's investment portfolios in coordination with its outsourced chief investment officer.
- **Strategic Leadership** - Contributes to the development of strategic goals and initiatives as well as overall financial growth.
- **Governance** - Serves as the primary Board administrator and finance liaison to the Finance-Audit Committee and Board of Directors.
- **Compliance and Risk Management** - Leads the enterprise risk management and compliance function, ensuring safeguarding of PBRF assets and operational effectiveness.

#### **Responsibilities:**

- Manages all accounting functions (general ledger, payroll, accounts payable, investment allocations) utilizing the Blackbaud Finance Edge accounting system in accordance with FASB and GAAP.
- Oversees the development of annual operating, project, and endowed budgets.
- Serves as primary staff support to Board Finance-Audit Committee, prepares documents and presentations for meetings, and maintains active communications regarding financial issues and topics.

- In connection with the management of 300+ restricted/endowed accounts, works with PBRC faculty, CFO and business managers to ensure accurate and prudent spending of donor funds.
- Prepares all statements, schedules and other related materials for annual external CPA audit engagements: financial statement audit, LSU Uniform Affiliation Agreement compliance audit, and Louisiana Board of Regents' compliance audit.
- Provides direct supervision to the Director of Accounting through review and approval of accounts payable transactions, posting of daily gift transactions, review of daily deposit information, and tax receipting and acknowledgments.
- Reconciles monthly bank accounts and investment statements and maintains online banking and investment systems.
- Manages all relevant Federal and State regulatory and tax compliance areas, including preparation of all required tax forms, most notably PBRF's annual IRS Form 990 and 990-T, annual IRS executive compensation analysis, FBAR reporting, sales/use tax reporting, and required forms associated with various PBRF trusts.
- Serves as liaison with Outsourced Chief Investment Officer to ensure proper and complete investment performance reporting, policy adherence, and timely and accurate implementation of investment changes across multiple investment pools. Additionally, manages cash flows between treasury and investment accounts.
- Provides financial and compliance support to the fundraising team, including preparing fundraising reports, grant proposal and financial reporting support, and facilitating contributions involving investment securities and planned gift instruments.
- Oversees the preparation, coordination, and management of gift documents and agreements, as well as strict adherence to donor directives and intent.
- Manages and monitors PBRF's compliance with the Funds Management Agreement and Uniform Affiliation Agreement with LSU/PBRC.
- Oversees all human resource management activities including onboarding, payroll, 403(b) retirement plan, employee benefit plans, and the development and maintenance of personnel policies and procedures. Also serves as co-fiduciary of PBRF's 403(b) retirement plan involving investment evaluation/selection, plan monitoring, and compliance reporting.
- Contributes to joint PBRF and PBRC special projects, and additional duties and responsibilities as assigned by the President/CEO, Committee, and Board.

#### **Qualifications:**

- Required:
  - Bachelor's degree in accounting, finance, audit, or related field.
  - Active CPA designation/license.
  - Minimum of five years' experience in accounting, auditing, or related field, including extensive knowledge of accounting systems, GAAP and FASB guidance, policy and procedure development, financial management, and budgeting.
  - Ability to lead and manage major financial projects.
  - Excellent interpersonal, oral and written communication skills and ability to interface with University personnel, volunteer leadership and external professionals.
  - Strong analytical and problem solving skills.
  - A clear demonstration of honesty, integrity, confidentiality, and the highest ethical standards.
- Preferred:
  - Accounting/financial management experience in the not-for-profit sector, advanced degree, and/or knowledge of Blackbaud accounting and fundraising systems.
  - Experience with preparing IRS Forms 990 and 990-T, and knowledge of other not-for-profit tax compliance areas.

- Experience with investment/endowment management, performance reporting, and policy compliance.

Competitive compensation and benefits package, including: health, life, disability, vision, dental, and 403(b) retirement plan.

Please send a cover letter and resume to [careers@pbrf.org](mailto:careers@pbrf.org).