Controller/Director of Finance

The Federation of American Societies for Experimental Biology (FASEB), a non-profit scientific organization located in Bethesda, Maryland seeks an individual who will be responsible for the funds and securities of the Federation and for keeping all requisite books of account in conformity with generally accepted accounting principles. H/She will provide oversight of FASEB business operations including assessment of effectiveness and integration with other operations. H/She will oversee the Financial Services department, Professional Accounting Services department and other areas of financial activity.

Responsibilities:

- Directs the financial affairs FASEB. Oversee monthly review of budget vs. actual figures to monitor anticipated levels of revenue and expenses and submit quarterly vs. actual reports, as requested by the Executive Director.
- Reviews and approves the preparation of the annual financial statements. Oversees and implements the completion of the annual financial and A-133 audit by an independent public accounting firm.
- Oversees preparation of annual operating budget as directed by the Executive Director. Prepares the first draft of the annual budget and subsequent modifications thereof following review by the Executive Director, Treasurer, Executive Officers Advisory Committee (EOAC), Finance Committee and FASEB Board.
- Assists the Executive Director in presentation of annual budget to EOAC and Finance Committee. Presents annual financial statement and the annual budget to the EOAC, Finance Committee and FASEB Board. Attends meetings of FASEB’s standing committees and Board to present financial reports and budget as requested by the Executive Director.
- Ensures that all tax returns are properly prepared and signed by the Executive Director and filed with Federal and State agencies (i.e. Form 990, Schedule A, 990T, 550s, etc.).
- Evaluates the FASEB Financial Services office structure for continual improvement of the efficiency and effectiveness of the group. Provides technical financial advice and knowledge to others in the Financial Service office. Select, develop and motivate Financial Services staff to provide effective management of departmental resources and services.
- Responsible for supervising the delivery of services by the FASEB Professional Accounting Services department.
- Enhances and/or develops, implements, and monitors financial accounting policies and procedures. Responsible for developing and implementing internal controls over financial reporting. Systematically monitors controls for effectiveness and make changes as necessary to account for the changes in FASEB’s business activities.
- Assists the Executive Director in the development of long term financial plans and programs.
- Prepares interim financial reports and written analyses and evaluation as requested by Executive Director for presentation committees and Department Heads.
• Administers long term investment program and manage short-terms investments and cash flows in consultation with Executive Director.
• Assists the Deputy Executive Director for Business Development in providing services to societies and other clients.
• Works with the Deputy Executive Director of Administration in the administration of FASEB and member society business insurance policies.
• Approves all payments and establish and implement internal controls for the processing of all disbursements.
• Reviews all contracts relating to FASEB providing services to societies and clients prior to submitting to the Executive Director for review and approval. Assists departments in preparation of proposals for contract services to be provided to societies. Serves as an advisor from the financial perspective on contracts into which FASEB may enter. Recommends rates to be charged for FASEB products and services.
• Supervises the planning and implementation of computerized accounting systems and improvements.
• Assesses cost effectiveness of new additions and modifications to FASEB campus facilities.

Skills and Qualifications:
• Bachelor’s degree in Accounting required
• Active CPA required
• A thorough understanding of the A-133 audit process and grant accounting
• Expert level knowledge of GAAP
• Strong written and verbal communication skills as well as public speaking skills
• Strong analytical Skills
• Strong interpersonal skills
• Previous management and supervisory experience
• Computer proficiency (Excel, Word, Outlook)

The ideal candidate will have 8-10 years of experience including 5 years of management experience. Travel to Finance and Board meetings is required. Prior experience with non-profits at a senior level is preferred.

How to apply:
When applying for this position candidates should include a resume and cover letter with salary requirements. Please visit: http://www.faseb.org/About-FASEB/Employment-Opportunities.aspx.

EOE

www.faseb.org