

Position Title: Accounting Coordinator
Department: Finance
Reports to: Director of Finance
Status: Full time, Non-exempt
Location: Rockville, Maryland , (Hybrid – 4 Days in the office required)
Date: January 11, 2024

The American Society for Biochemistry and Molecular Biology (ASBMB) is an international nonprofit scientific and educational organization. With over 12,000 members, made up of students, researchers, educators, and industry professionals, the ASBMB is one of the largest molecular life science societies in the world.

ASBMB is seeking a full-time Accounting Coordinator to record and process accounts payable, accounts receivable, membership payments and other various accounting related transactions. This person will be a valued member of the finance team and will work directly with the Senior Accountant, as well as the Director of Finance.

Responsibilities:

- Record and process vendor invoices and cash disbursements
- Reconcile vendor invoices to the accounts payable aging reports
- File and organize vendor invoices within the current filing system
- Record and process accounts receivable invoices and payments
- Reconcile cash receipts to payment remittance and bank statement transactions
- Post and record membership dues payments and other transactions via iMIS CRM database
- Record meeting and event registration attendees and related payments
- Assist in the preparation of the Society's annual Forms 1099
- Maintain and follow internal controls and ensure all proper approvals are documented

Education and Skills:

- Associate degree in Accounting.
- Excellent written and oral communication skills are required
- Strong organizational skills and attention to detail is a must
- Ability to work under pressure and meet deadlines
- Must be a team player, and have positive attitude, strong work ethic and have high integrity

Experience:

- Minimum of 2-3 years' experience in a similar role is required

- Experience using an ERP accounting system – Microsoft Dynamics SL or Sage Intacct a plus
- Experience using a CRM system – iMIS is a plus
- Proficiency with Microsoft Office applications (word, excel, outlook, etc.)

Compensation and Benefits

This is a full-time, non-exempt position. ASBMB offers a competitive salary with exceptional benefits including professional development opportunities, 403(b) retirement, holidays, annual and sick leave, medical, dental and vision insurance, life insurance, short- and long-term disability, and free parking.

Location

This position is located in Rockville, Maryland, and in walking distance to Metro and on major bus lines. Executive Plaza offers free shuttle to and from the nearest Metro - North Bethesda.

To Apply

For more information and to apply, visit <http://www.faseb.org/employment>. **Please send a cover letter, including salary requirements, and your resume.**

If you need an accommodation to complete the application process, please contact FASEB/ASBMB's Human Resources Department at resumes@faseb.org

To learn more about ASBMB, please visit www.asbmb.org.

ASBMB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.