



SENIOR DIRECTOR, FINANCE AND OPERATIONS

The American Society of Human Genetics (ASHG) seeks a **Senior Director of Finance and Operations** to oversee financial management, technology and data management, and human resources administration. Reporting to the Executive Director, this management team-level position will supervise one staff member for financial management functions and two technology/data positions. The technology and human resources functions are expected to maintain strong relationships with outside consultants for strategy guidance and selected implementation support.

ASHG is a global professional society serving one of the most exciting and promising research areas. A non-profit founded in 1948, ASHG has approximately 7,000 members worldwide committed to advancing genetic and genomic science and to improving health. ASHG hosts about 7,500 attendees annually at the world's largest genetics and genomics scientific meeting; publishes one of the field's most respected journals; partners with fellow societies worldwide; and undertakes public, policy, and education programs throughout the year. It has a staff of 20, a budget of approximately \$7 million, and reserves more than twice its annual budget.

RESPONSIBILITIES

Leadership: Works with Executive Director to establish, implement and monitor financial, HR and technology strategies, policies and procedures of the organization, including business strategies for revenue growth. Evaluates efficiency of systems and consistently works to maintain or improve operations and performance of the organization. Leverages budget as a strategic management resource to help plan for and achieve top Society goals.

Accounting: Oversees accountant in execution of all AP, AR and payroll responsibilities, ensuring rigorous separation of duties and internal controls. Leads annual audit preparation and execution. Working with staff accountant, produces accurate and timely financial statements monthly for Executive Director and department heads to monitor organizational performance and financial trajectories. Monitors monthly financials and ensures that departmental expenses are accurately entered into the accounting system for accurate and timely financial reports leading to achieving ASHG annual targets.

Budgeting: Works with Executive Director, department directors and accountant to develop strategic 1-year and 3-year budgets for approval by Finance Committee and Board of Directors. Works with Executive Director to develop material for strategic finance discussions with volunteer leaders. Monitors business unit-led inputting of expenses and provides information on actuals-to-budget monthly, working to ensure ASHG achieves targets annually.

Investment Procedures & Policies: Working with Executive Director, ensures reserve and investment policies and procedures are current and enable Board to leverage reserves as

desired to achieve strategic goals. Monitors and reports to Board regularly on investment returns and benchmarks.

Technology: Working with internal IT staff and outside IT strategy and implementation support, ensures ASHG maintains a current and efficient suite of technology tools to accomplish goals. Works with consultants to pursue a technology agenda that maintains efficient systems and anticipates and mitigates data quality and security risks. Develops and monitors multi-year technology management plans, and retains project management support as needed to implement new systems and integrations.

Human Resources: With external HR consulting support, ensures timely payroll and benefits payments, and manages employment files and performance management documentation.

Volunteer Staffing: Serves as liaison to Finance and Audit Committee, and supports Executive Director in Board-level financial management and technology discussions.

QUALIFICATIONS

- Bachelor's degree required, preferably in accounting or related field. MBA and/or CPA are strong plusses. CAE is an additional asset.
- 10+ years of experience in financial administration. An understanding and/or experience with GAAP for non-profit organizations.
- Demonstrated experience helping to formulate business and revenue strategies in an association or non-profit setting.
- A desire to advance a mission-driven organization.
- Exposure to technology/data strategy strongly desired, HR experience a plus.
- Excellent written and verbal communications skills.
- Excellent analytical skills, strong attention to detail.
- Proficient in Microsoft Office suite.
- Sound judgment, good humor and problem-solving attitude in working with skilled peers, and managing teams, volunteers and vendors. Excited to work in a team environment.

The position is based at ASHG headquarters in Bethesda, MD (moving in mid-2018 to newly designed space in lower Rockville/North Bethesda near both 495 and 270 exits and amenities). We offer a work environment with a great mission, collegial team, and professional trust and respect. We also offer a competitive salary and excellent benefits, including flexible schedules and a telework policy; a generous 403(b) pension plan; and excellent vacation, medical and dental plans. ASHG is an Equal Opportunity Employer. For information about how to apply, please visit: <http://www.faseb.org/About-FASEB/Employment-Opportunities.aspx>.