Controller

The American Society for Biochemistry and Molecular Biology (ASBMB) is one of the largest molecular life science societies in the world with a membership made up of researchers, educators, students, and industry professionals. We provide professional development for scientists at every step of their career journeys.

ASBMB is seeking a full-time Controller. As a key member of the management team, the Controller will be responsible for the planning, implementing and managing the financial activities of the Society.

**Major Duties and Responsibilities:**

- Planning, directing, and coordinating all accounting functions
- Managing the accumulation and consolidation of all financial data necessary for accurate financial reporting
- Preparation of monthly financial statements
- Coordination and preparation of all activities required for the annual financial audit
- Providing management with information vital to the decision-making process
- Preparation of the annual budget and bi-annual forecasts
- Society liaison to the Treasurer and Finance Committee; responsible for coordinating bi-annual committee meetings
- Preparation of the periodic reporting for the Society’s investment endowments
- Assessing current accounting operations, offering recommendations for improvement and implementing new processes
- Evaluating accounting and internal control systems
- Evaluating the effectiveness of accounting software and supporting database, as needed

**Skills and Qualifications:**

- Bachelor’s Degree in Accounting and CPA
- Five to seven years’ experience in financial reporting and general ledger responsibilities
- Not for profit experience is preferred but not required
- Must have strong experience with Microsoft Excel, Access and Word
- Strong verbal and written skills
- Ability to multi-task and work under pressure

This position offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; generous paid time off; medical, dental and vision insurance plans; flexible spending; life and short- and long-term disability insurance; and more.

To apply, please go to [www.faseb.org/employment](http://www.faseb.org/employment). Attach a cover letter and a resume with salary requirements.

To learn more about ASBMB, please visit [www.asbmb.org](http://www.asbmb.org)

ASBMB is an equal opportunity employer.