



American Society for Biochemistry and Molecular Biology

Position Title: Accounting Assistant
Reports to: Controller
Status: Full-time (37.5 hours/week), Non-Exempt
Date: June 11, 2014

The American Society for Biochemistry and Molecular Biology (ASBMB) is an international nonprofit scientific and educational organization. With over 9,000 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 Assistant to record and process accounts payable, accounts receivable, prepare journal entries and other various accounting related transactions. You will be a valued member of the finance team and will work directly with the Controller of the Organization.

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
- Maintain and follow internal controls and ensure all proper approvals are documented
- Assist in implementing new electronic bill pay system
- Assist in implementing new paperless filing system for accounting records and transactions

Education and Skills:

- Associate degree in accounting
- Excellent written and oral communication skills are required
- Strong organizational and time management skills
- 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.)

Benefits:

This is a full-time, non-exempt position. ASBMB offers exceptional benefits including professional development opportunities, 403-B retirement, medical, dental and vision insurance, life insurance, short- and long-term disability, and more. Close to metro and bus service with free parking.

Location:

This position is located in Rockville, Maryland and in walking distance to Metro and on major bus lines.

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

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.