The American Society for Pharmacology and Experimental Therapeutics (ASPET) seeks an experienced Director of Finance & Business Operations.

ASPET is a 4,000-member scientific society whose members conduct basic and clinical pharmacological research and work in academia, government, industry, and non-profit organizations. ASPET members conduct research leading to the development of new medicines and therapeutic agents to fight existing and emerging diseases.

ASPET’s mission is to be the professional home for educators, students, researchers, healthcare practitioners, and others working to advance pharmacological sciences and increase the impact and influence of this scientific discipline.

Primary Function
As a key member of the staff management team, the Director of Finance and Business Operations will report to the Executive Officer and assume a strategic role in the overall operational and administrative management of the organization. This position will have primary responsibility for the finance, human resources, information technology, and office management activities of the organization.

Major Duties and Responsibilities
These responsibilities will include planning, implementing, managing and controlling all financial activities of the society including financial reporting, budgeting, forecasting, audit oversight, cash management, investment oversight, tax, internal controls, risk management, and day to day accounting function; overseeing the human resource functions of the society including oversight of the outsourced payroll and benefits administration, as well as planning and management of staff performance management and development; oversight and management of all information technology vendors and initiatives including IT managed service providers and responsibility for the overall integration of technology into the Society’s operations and programs; and oversight of office management including the proper maintaining of files (electronic and physical), ensuring the physical office is properly managed and supplied with the resources necessary for staff to function, and administrative tasks as necessary are completed.

- Manage the day-to-day accounting functions including but not limited to: Accounts payable, including positive pay management, cash management, receipts and deposits, payroll, reconciliations, journal entries, maintaining proper internal controls, and estimates.
- Prepares income statements, managerial and program reports, both numerical and narrative, and annual financial statements. Manages and monitors long-term investment
portfolio in accordance with ASPET Investment Policy approved by the Council and reports on long-term investment portfolio activity and investment management companies.

- Prepares the annual operating budget and current year forecasts in coordination with ASPET staff. Conducts periodic reviews of budget versus actual performance monitoring anticipated revenues and expenses. Advises program managers of problems and potential solutions.
- Arranges annual audit with the independent auditing firm. Plans and coordinates the completion of the audit and presents the statements to the Finance Committee, Council, and the Membership as requested. Ensures that all tax returns as required by applicable federal and state laws are prepared and filed timely.
- Advises all departments with regards to product pricing, contract negotiation, accounting, budgeting, financial analysis, and related activities.
- Serves as staff liaison to the Council, Finance Committee, and Investment Subcommittee
- Manage the administration of human resources, including but not limited to oversight of payroll processing, benefits administration, staff performance management, staff professional development, review, and management of the employee handbook, among other HR responsibilities.
- Manage and oversee the information technology of the organization, including but not limited to oversight of the IT managed service provider; office technology such as conference audio visuals and office collaboration tools; integration of the organization’s technology platforms including its website and association management system; and the organization’s overall IT strategy
- Manage and oversee the office management for the organization, including but not limited to the proper maintaining of files (electronic and physical), ensuring the physical office is effectively managed and supplied with the resources necessary for staff to function, and administrative tasks as necessary are completed.
- Arranges for and/or monitors all insurance policies. Oversees ASPET risk management and contract services for all applicable compliance and integrity.
- Performs other duties as assigned.

Positions may be re-assigned, and responsibilities may be modified or changed at any time to fulfill organizational requirements.

**Education and Experience**

- BA or MS in Business required
- CPA or MBA preferred
- At least 5 years supervisory experience
- At least 5 years progressive financial management experience
- At least 3 years operations experience in HR, IT and/or Office Services
- Prior experience with non-profits at a manager level preferred
- Knowledge of MIP Fund Accounting (Community Brands) preferred
- Bank of America Cashpro experience preferred

Travel to Annual meeting, Finance and Council meetings required
Benefits
This position offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; paid time off; medical, dental and vision insurance plans; flexible spending account; life and short- and long-term disability insurance.

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

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

To learn more about ASPET, please visit www.aspet.org

ASPET 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.