

ASIP

American Society for Investigative Pathology

1801 Rockville Pike, Suite 350, Rockville, MD 20852 (USA)
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Position Title: Staff Accountant
Reports to: Executive Officer
Status: Full-time (37.5 hours/week), Exempt status
Date: June 24, 2022

The American Society for Investigative Pathology (ASIP), a non-profit scientific organization with a mission is to promote the discovery, advancement, and dissemination of basic and translational knowledge in experimental pathology and related disciplines. This shall be achieved by fostering investigation into the pathogenesis, classification, diagnosis, and manifestations of disease through meetings, publications, and educational activities.

ASIP is seeking a Staff Accountant. The Staff Accountant will be responsible for all activities related to the monthly accounting cycle and will provide key support for outsourced accounting services, auditors, and human resource activities such as payroll management. The ideal candidate will be well-organized, an effective communicator, flexible, and be able to work with minimal supervision.

Position Description

The ASIP is seeking a full-time Staff Accountant. The Staff Accountant will report directly to the Executive Officer and coordinate efforts among ASIP staff and in some cases outside consultants/vendors related to all Society financial matters. The Staff Accountant will be responsible for all activities related to the monthly accounting cycle and will provide key support for outsourced accounting services, auditors, and human resource activities such as payroll management. The Staff Accountant will record and process accounts payable, accounts receivable, prepare journal entries and other various accounting related transactions.

Expectations and Responsibilities

- Reconcile bank and credit card accounts.
- Prepare monthly reconciliation schedules
- Prepare monthly financial statements
- Enter accounting data into Intacct Accounting system
- Enter billing information into Bill.com
- Manage the purchase order and bill posting cycle
- Maintain current vendor information and function as liaison for vendor inquiries
- Review, record, and seek approval for all vendor and consultant invoices
- Prepare special financial reports as requested by collecting, analyzing, and summarizing account information
- Support the Executive Officer with financial reports and budgets
- Support staff with expense reports and other needs
- Interact with outside consulting accountants as required
- Provide support for auditors
- Provide support for FASEB Human Resources and payroll
- Provide support for other financial consultants
- Ensure all accounting files are well organized
- Other duties as assigned

Experience and Qualifications:

- Bachelor's Degree in accounting
- CPA preferred, but not required
- Demonstrable working knowledge of basic accounting principles and at least 3 years of bookkeeping or accounting assistant experience
- High degree of accuracy, attention to detail
- Display creativity, take initiative and work independently
- Strong communication, prioritization, and organizational skills.
- Ability to maintain confidentiality of sensitive information, interactions, and situations
- Ability to schedule, prioritize, meet deadlines, work independently with minimal supervision
- High degree of professionalism, strong work ethic and sense of responsibility
- Proficiency with Microsoft Outlook, Microsoft Office, and other relevant software
- Experience with Intacct and Bill.com preferred

Other Details

- This is a full-time, exempt position that allows for 2-3 fixed days of telecommuting each week.
- A private office at the ASIP office (in Rockville MD) and necessary computer equipment.
- Available for face-to-face meetings at the ASIP Office (when necessary) but will have the opportunity to utilize a hybrid schedule with fixed days of the week for telecommuting.
- Expected to participate in virtual meetings with various working groups within the staff and/or with outside consultants on a weekly and monthly basis.

Benefits

ASIP offers exceptional benefits including: 403(b) retirement, vacation and sick time, medical, dental and vision insurance, flexible spending account, 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.

Application Process

Qualified candidates must submit a cover letter (including evidence of experience working within teams, and evidence of proficiency working with advanced accounting tools) with resume and salary requirements to the employment website to apply and to view a detailed job description: <http://www.faseb.org/employment>. Letters of support from prior employers or supervisors that emphasize accuracy, dependability, creativity, initiative, independence, and overall effectiveness will be required.

To learn more about ASIP, please visit: www.asip.org.

Individuals with disabilities:

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

ASIP 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.