



American Society for
Biochemistry and Molecular Biology
6120 Executive Blvd., Suite 400
Rockville, Maryland
20852-4905

Position Title: Controller
Department: Finance
Reports to: Executive Director
Status: Full time (37.5 hours/week), exempt
Date: June 23, 2022

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
- Preparing monthly financial statements
- Coordinating and preparing all activities required for the annual financial audit
- Providing management with information vital to the decision-making process
- Preparing annual budget and bi-annual forecasts
- Society liaison to the Treasurer and Finance Committee; responsible for coordinating bi-annual committee meetings
- Preparing 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

Benefits:

ASBMB offers exceptional benefits including professional development opportunities, 403-B retirement, medical, dental and vision insurance, life insurance, short- and long-term disability, and free parking are offered.

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.**

Individuals with disabilities:

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

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.