



## **Finance & Administration Manager/Controller**

### **Essential Duties & Responsibilities:**

Reporting to the CFO, the Finance and Administration Manager/Controller is responsible for managing the day-to-day operations of the accounting function, budget analysis, and select finance-related administration. S/he ensures timely reconciliation and reporting of all financial statements and preparation of financial analyses of operations, including interim and final financial statements with supporting schedules, for senior leaders and other key stakeholders. Under the guidance of the CFO, the Finance and Administration Manager /Controller is responsible for the company's financial plans and policies, its accounting practices, the maintenance of its fiscal records, and the preparation of financial reports. The position involves supervision over general accounting and budgetary controls, as well as select financial administration items such as business insurance.

All staff play a role in collaborating, connecting and synthesizing knowledge across teams to further the organization's mission. Therefore, this person may be assigned to any of the initiatives based on initiative cycles and evolving organizational needs.

### **Other Duties & Responsibilities:**

- Preparation and finalization of monthly and annual financial reporting materials and metrics for ASHG management and board of directors.
- Ensure smooth day-to-day transactions such as accounts payable, revenue recognition, credit card reconciliation/tracking, monitoring cash and investment account balances and activity; hire and retain support staff as needed in the future.
- Serve as a business partner to the CFO on the organization's financial, budgeting, and administrative processes—with an eye to continuously developing and improving systems.
- Serve as a liaison with the staff on the budget vs. actual results on a monthly basis
- Analyze financial information and analyze trends
- Forecast return on investment (ROI) for current and future programs
- Work with the CFO in developing and monitoring budgets
- Inform key stakeholders of financial status and investment plans
- Ensure all financial operations comply with generally accepted accounting principles, federal and state laws
- Coordinate year-end close and audit activities
- Other financial and organizational administration duties as assigned.

### **Qualifications/Skill Set**

- Bachelor's degree in finance, accounting or relevant field required; Master's degree strongly preferred.
- CPA Certification preferred.
- 5-10 years in financial management and accounting, preferably in a nonprofit organization.
- Excellent knowledge of data analysis, risk management and forecasting methods
- Hands-on experience with accounting and financial management software (e.g. Sage Intacct, bill.com)
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team
- Experience should include audit, compliance and budget development
- Expertise in MS Excel
- Analytical skills
- Ability to explain financial terms in simple language
- Personal qualities of integrity, credibility, and a commitment to ASHG's mission
- Serve as the secondary liaison to the Finance Committee, coordinating quarterly calls and presenting investment and financial updates as needed.

### **About ASHG**

ASHG is a dynamic professional community of human genetics researchers, clinicians and other specialists who work at the leading edge of discovery, generating new genetic knowledge and translating it rapidly to improve human health and well-being. A non-profit founded in 1948, ASHG has nearly 8,000 members worldwide; hosts as many as 9,000 attendees annually at the world's largest genetics and genomics meeting; publishes one of the field's most respected journals; and undertakes a growing array of public outreach, education, policy and advocacy programs throughout the year. ASHG is a dynamic and healthy organization with 29 staff, an annual budget of nearly \$8 million, and prudent reserves.

ASHG offices are located in Rockville, MD near White Flint Metro in office space with free parking, onsite fitness facility, and dining options. We offer a work environment with a great mission, collegial team, and professional trust and respect. Remote options available based on qualifications and capacity for ASHG, at its sole discretion, to support remote work in preferred locations, which must be U.S. based.

To apply, please submit resume and cover letter with salary requirements and references to: [jobs@ashg.org](mailto:jobs@ashg.org).

For more information, please visit: <https://www.ashg.org/about/jobs/>