

<b>Job title</b>	<i>Finance and Accounting Manager</i>
<b>Reports to</b>	<i>Director, Finance</i>
<b>Salary range</b>	<i>\$85,000 to \$90,000</i>

## Position Overview

Reporting to the Director of Finance, the Finance and Accounting Manager is responsible for managing the day-to-day finance and accounting operations, including entering journals, managing accounts receivable and payable, using financial technology systems, and other select finance-related administration. The Manager ensures timely reconciliation and reporting of all financial statements and prepares financial analyses for the Director and other key stakeholders as requested; and maintains fiscal records. The Manager serves as the primary contact for internal staff on invoicing, bill payments, cash receipts and revenue, and budgets. The Manager also implements and trains staff to use software that streamlines processes and improves distribution and accessibility of financial information.

## Major Duties & Responsibilities

- Ensuring day-to-day transactions such as accounts payable, cash receipts and accounts receivable, credit card transactions, and payroll are recorded properly.
- Performing timely and accurate month-end journal entries and balance sheet reconciliations (e.g., net assets, investments, revenue, expenses, payroll allocations, etc.), ensuring that accounting schedules are updated and accurate.
- Ensuring proper revenue and expense recognition.
- Monitoring cash and investment balances and performing cash flow forecasting.
- Ensuring all finance and accounting operations comply with generally accepted accounting principles (GAAP) and federal and state laws and regulations.
- Assisting the Director and budget managers in developing and monitoring departmental, project, and organizational budget; assisting with monthly financial reporting needs.
- Performing fiscal year-end close activities and assisting with activities and requirements of external auditors.
- Communicating regularly with the Director of Finance.
- Continually seeking and implementing opportunities to streamline and improve finance and accounting operations through technology including training staff to better utilize financial and accounting software.
- Managing select administration activities, such as state unemployment and income tax registrations.
- Other duties as assigned to meet organizational requirements.

## Qualifications

### Education and Training

- Bachelor's degree in finance, accounting, or relevant field required.
- Master's degree and/or CPA certification a plus.

### Experience

- 5 to 10 years in financial management and accounting, preferably in a nonprofit organization or association.
- Supervisory experience a plus.

### Skills and Knowledge

- Proficiency in Microsoft 365 applications (i.e., Outlook, Word, Excel, etc.) with expertise in Excel required.
- Sound knowledge of accounting principles, standards, and regulations.
- Proficiency and hands-on experience with financial management software (e.g., Sage Intacct, BILL) required.
- Experience overseeing the annual audit.
- Superior data management and data analysis skills.
- Strong time management and organizational skills.

- Detail-oriented with a passion for accuracy.
- Excellent interpersonal skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Excellent verbal and written communication skills, including ability to explain financial terms in simple language.
- Personal qualities of integrity, credibility, and a commitment to ASHG's mission.

### Working conditions

- 37.5 hours/week, full-time exempt.
- Occasional evening or weekend meetings or events, and travel 1-2x/year, including to the ASHG Annual Meeting each fall.

### Physical requirements

This position requires sitting (90%), standing (5%), and walking (5%). It requires computer work involving extensive use of keyboard, mouse, and monitor; and occasionally requires lifting materials of ~20 lbs.