Summary/Objective:

As a key member of the Executive Management team, the Controller will report to the Chief Executive Officer and assume a strategic role in the overall management of the organization. This position will have primary strategic leadership responsibility for planning, implementing, managing and controlling all financial activities of the company. This will include direct operational responsibility for balance sheet and capital management, accounting, finance, investment management, cash and liquidity management, forecasting, and budgeting.

MAJOR DUTIES AND RESPONSIBILITIES

General Ledger and Financial Reporting
- Oversees the daily accounting activities required to maintain the general ledger including reviewing general ledger on a monthly basis to ensure accuracy of posting
- Period-end close including balance sheet reconciliations, bank reconciliations, supporting schedules and journal entries
- Financial reporting and analysis
- Research and track grants and/or contracts, prepare financial reports as required
- Credit card statement accrual and expenses - review individual employee expense reports and prepare entries
- Responds to inquiries from the executive team and managers regarding financial results, special reporting requests, etc.
- Heads quarterly meeting with the VPs and Executive Officer
- Maintains periodic reporting of restricted accounts and endowments.
- Maintains monthly schedule of Investments
- Prepares annual Budget and Forecast
- Manage Annual Audit and 990
- Ensures required quarterly tax filings are met

Cash Management – AP/AR
- Maintain daily check log
- Cash management - maintaining all of the daily banking requirements including reconciling accounts monthly
- Review and post daily check deposits
- Review and post AR invoices
Association Management Software

- Review and reconcile transactional activity (including those incurred in web and mobile platforms as well as within the AMS database), leading the effort to streamline processing of dues, subscriptions, donations and events; including all accounting maintenance within the AMS database

Accounting Policies and Procedures

- Makes and implements recommendations to improve accounting processes and procedures, this includes documenting procedures and supervising any changes to accounting and AMS software
- Guides other departments by interpreting accounting policy; applying observations and recommendations to operational issues
- Assist in development and implementation of new procedures and features to enhance the workflow of the department
- Serves as liaison for outsourced human resources services.

Education:
Bachelor’s Degree in Accounting with C.P.A.

Experience
Five to seven years’ experience in financial reporting/general ledger responsibilities. Not for profit experience is preferred. Strong understanding of Generally Accepted Accounting Principles (GAAP). Grant Accounting experience. Experience working with Great Plains is a must. Must have strong experience with Microsoft Excel, Access and Word. Strong verbal and written communication skills. Strong interpersonal and customer service skills required. Ability to multi-task, work under pressure and meet deadlines required.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Positions may be reassigned, and responsibilities may be modified or changed at any time to fulfill organizational requirements.

To apply please forward resume and cover letter including salary requirements to https://www.faseb.org/employment

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