

Job Title: Controller
Classification: Exempt
Reports to: Chief Financial Officer
Date: October 2024

Overview

The Controller oversees the activities of the Finance and Accounting Department for the accurate and timely dissemination of financial reports including, but not limited to, internal and external financial statements, annual financial audit, 990 filings, and annual budgets.

Key Accountabilities

Financial Reporting:

1. Ensure compliance with financial regulations and standards while leading the preparation of financial statements and reports.
2. Oversee the preparation of quarterly and annual financial statements in compliance with U.S. Generally Accepted Accounting Principles.
3. Monitor new accounting standards and lead the implementation and updates required for adoption as needed.
4. Assist with the annual budgeting process, ensuring alignment with company objectives.
5. Provide ongoing financial reporting and analysis of performance against budgets.

Accounting Operations and Internal Controls:

1. Develop, enhance, and maintain effective internal controls to ensure the accuracy and integrity of financial data.
2. Oversee the activities of the accounts payable and receivables functions, ensuring the accurate and timely processing of invoices and billings, employee expense reports, cash control, tax compliance.
3. Daily tasks consist of reviewing general ledger entries, reporting, review of previous day transactions, and cash management.
4. Monthly and quarterly tasks include monitoring the general ledger and internal reconciliation process and procedures, month-end close process, preparation of standard financial reports and budget variance reporting. Coordinate with



other divisions to monitor budget variances and assist with cost control and cost avoidance initiatives.

5. Annual tasks include overseeing the external audit process, ensuring the timely and accurate completion of tax forms, annual reporting, and other reporting duties as assigned.

Tax and Compliance:

1. Oversee compliance with all relevant local, state, and international tax laws and requirements.
2. Manage the preparation and filing of tax filings and other regulatory reports including but not limited to form 990.

Team Leadership:

1. Communicate with co-workers, Society members, and others in a courteous and professional manner. Conform with and abide by all regulations, policies, work procedures, and instructions.
2. Lead and mentor the accounting team, fostering a culture of continuous improvement and professional development.
3. Set performance expectations for the team and assist the CFO to align financial goals with overall strategic objectives.
4. Monitor the development and implementation of finance systems and controls to ensure efficiency.

Financial Analysis and Strategy:

1. Support the CFO with strategic financial reporting and analysis as needed. Participate in a wide variety of special projects and ad-hoc reporting requests.
2. Oversee and manage special projects including leading the implementation of new financial reporting initiatives, data strategy, and the implementation or integration of new technology solutions, as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

1. Strong initiative, analytical and critical thinking skills; a self-starter with the ability to anticipate the needs of the Chief Financial Officer and initiate projects independently.



2. Advanced knowledge of Microsoft Suite Products (MS Word, EXCEL, etc.) and experience with Sage Intacct.
3. Knowledge of nonprofit accounting and association financial management.
4. Demonstrated expertise in general ledger accounting, accounts payable, accounts receivable, financial statement preparation, and 990 and other tax filing preparation.
5. Working knowledge of banking, cash management, and other treasury operations.
6. Ability to work well under pressure independently. Perform and manage multiple tasks simultaneously to meet deadlines.
7. Demonstrated team leadership abilities.
8. Excellent communication skills, able to work effectively with cross-functional teams and executive leadership. Ability to communicate effectively in a logical succinct format, verbally or in writing.
9. Exceptional interpersonal skills with a positive outlook and ability to build relationships with colleagues, staff, members, and volunteer leaders.
10. Comfortable making decisions supporting change and recommending innovative approaches to the way we do business to improve efficiency and financial health.
11. Strong and effective planning, project management, and organizational skills
12. Adaptability to learn new technology and systems including financial management systems, business intelligence reporting systems, and standard banking related software programs.

Supervisory Responsibility

This position is responsible for the supervision of all accounting staff.

Education and Experience

1. Bachelor's degree in accounting or related field.
2. CPA, Master of Accounting (MAcc), or other evidence of advanced knowledge of accounting and finance matters. Master's degree strongly preferred.
3. 10+ years of finance or accounting experience, with at least 4 years in a leadership role.
4. Experience in nonprofit accounting.

Other Duties

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.



Where will you work?

Our team has been adaptable, productive, and successful such that we have decided to continue to work from home. We do have office space and there will be times when an in-person division meeting or staff meeting will be held at the office. Some staff work in the office 2 - 3 times per week, others come in once a month. The key here is to identify with your supervisors what works best for you to produce the outcomes we need to serve our staff and members successfully. The Society is based in Rockville, MD (Washington DC metro area) - at this time we are only open to candidates from this area.

How to Apply

Please send your cover letter and resume to resume@physiology.org. APS 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.

About APS

Founded in 1887, the American Physiological Society is a global leader in expanding knowledge related to biological function. We connect a multidisciplinary community of nearly 10,000 scientists and educators from around the world, driving collaboration and spotlighting scientific discoveries in physiology and related disciplines.

Our members are advancing treatments and cures for everything from cancer and heart disease to obesity and addiction. They are also deepening our insight into living organisms, helping us to better understand how things like climate change are affecting the world around us.

Today, physiology could not be more important. In fact, physiology is essential to answering virtually every critical question facing us in our understanding of life, health, and disease.

This is Us

APS is a welcoming and inclusive team of highly skilled, results-oriented professionals, driven to produce excellence for our community and the discipline of physiology. We celebrate and support each other, seek out opportunities to innovate, learn and develop, and prioritize the good of the whole.



Our Staff Values

We are Inclusive: We are a diverse community committed to creating a safe environment where individuals are accepted and respected. We recognize each other's achievements, progress, and growth. We celebrate milestones, both professional and personal, with gratitude...and cake!

We are Innovators: We are trailblazers and creative thinkers who develop novel and better ways of doing things, whether large or small. We actively identify trends and adapt those insights to our own environment. We are unafraid to ask questions and challenge assumptions. We seek out other innovators and visionaries to provide inspiration and expand our thinking.

We are Agile: We adapt quickly and strive for constant improvement. We adapt our plans and change outdated processes when they no longer serve the Society's best interests.

We are Courageous: We are confident and fearless in the pursuit of excellence, driven by personal and shared passion and self-motivation. We are willing to take well-informed risks, make mistakes, and learn from them. We openly and respectfully share our ideas, express our opinions, and own our actions.

We are Determined: Our tenacity guides us collectively in our quest to produce excellent results. We are resilient and accomplish our goals, even in the face of temporary setbacks.

We are Learners: We are inquisitive and continuously assess our personal and organizational performance. We take ownership of our own professional development and bring fresh ideas back to the organization.

What we Offer

APS offers amazing benefit coverages, some of which include:

- Flexible schedules and ability to work remotely.
- We offer a comprehensive and competitive health and welfare benefits, which includes medical, dental, vision, employer-paid Long-Term Disability, employer-paid life insurance, vacation time, sick time, bereavement leave, 10% employer contribution to retirement, and much more.
- A new and spacious co-working space for staff to use. The building has multiple amenities, including a café, game room, spa-like fitness center with access to showers and lockers, Peloton bikes, treadmills, elliptical machines, and designated bike space. Furthermore, we offer free shuttling services to the nearby metro station and North Bethesda's premiere destination for shopping and dining, known as Pike & Rose.