The Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) is seeking an experienced Finance Manager to lead and advance the organization’s day-to-day financial operations.

Headquartered in Frederick, MD, AAALAC is a private, nonprofit organization that promotes the humane treatment of animals in science internationally through voluntary accreditation and assessment programs. More than 925 companies, universities, hospitals, government agencies and other research institutions in 40 countries have earned AAALAC accreditation. AAALAC also supports a broad-based education and outreach program including an annual international conference, a podcast, and complimentary webinars. AAALAC has an annual operating budget of $5.6 million and a staff of 17. For additional information, please visit the organization’s website at www.aaalac.org.

Reporting to the Executive Director, the Finance Manager is responsible for managing the day-to-day accounting and financial operations; leading AAALAC’s financial reporting, planning, and budget management functions; and ensuring that internal policies and procedures are GAAP compliant and designed to safeguard organization assets. The Finance Manager supervises a full-time Bookkeeper and interacts with staff and consultants across the organization.

The Finance Manager will focus on the following priorities: track the progress on the build out and move, in 2015-2016, to AAALAC’s new space in Frederick, MD; supervise and continue to advance the implementation of AAALAC’s new accounting system, Intacct; and establish and maintain effective, efficient accounting and finance systems and procedures. Specific duties include, but are not limited to: manage overall daily accounting operations; perform account analysis; perform year-end closings; reconcile bank statements; and support the annual audit. The Finance Manager will prepare financial reports; monitor and prepare cash-flow forecasting statements; develop and monitor the annual budget; and review, refine and manage internal controls, policies and procedures. See the full list of duties and qualifications at www.transitionguides.com/aaalac.

Highly qualified candidates will bring a commitment to AAALAC’s mission. Other qualifications include 7+ years’ experience in accounting with a working knowledge of nonprofit accounting; minimum three years’ supervisory experience; experience producing financial statements targeted to specific audiences (executive, board, senior staff, etc.); the ability to complete multiple tasks accurately within critical deadlines; the ability to provide excellent customer service; a working knowledge of and ability to comply with GAAP and other regulations; experience with computerized financial systems; experience with major payroll software; proficiency in Microsoft Office 2010 with advanced Excel experience; a BA or BS in Accounting, Business, or Finance; and CPA or MBA.

To apply, e-mail resume, cover letter and salary requirements to: AAALAC@raffa.com (e-mail applications are required). For other inquiries contact Ginna Goodenow at ggoodenow@raffa.com. Raffa PC is conducting the search on behalf of AAALAC. AAALAC is an Equal Opportunity and Affirmative Action Employer. Resume reviews begin immediately.