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 in support of AAALAC’s mission to enhance the quality of research, teaching, and testing by promoting humane, responsible animal care and use through a voluntary accrediting and independent assessment process.

The Organization
Since 1965 and headquartered in Frederick, MD, the Association for Assessment and Accreditation of Laboratory Animal Care (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, demonstrating their commitment to responsible animal care and use. These institutions volunteer to participate in AAALAC’s program, in addition to complying with the local, state and federal laws that regulate animal research.

Like others in the animal welfare arena, AAALAC endorses the use of animals to advance medicine and science when there are no non-animal alternatives, and when it is done in an ethical and humane way. When animals are used, AAALAC works with institutions and researchers to serve as a bridge between progress and animal well-being. This is done through AAALAC’s voluntary accreditation process in which research programs demonstrate that they meet the minimum standards required by law, and are also going the extra step to achieve excellence in animal care and use. In this way, AAALAC International is where science and responsible animal care connect.

In addition to the international accreditation process, AAALAC supports a broad-based education and outreach program that includes an annual international conference and hosting events throughout the year; a podcast that features in-depth discussions on topics related to AAALAC accreditation and animal care and use; and complimentary webinars in English, Spanish, and Chinese. The Resources department includes an online store, guidelines for US and international regulations, links to a wide variety of animal care and use resources, and publications. Each year, AAALAC awards its Bennett J. Cohen Award to outstanding individuals who have provided exceptional service and significant contributions to AAALAC.

Approximately 70 prestigious scientific, educational and other professional organizations are members of AAALAC International and are represented on the Board of Trustees. AAALAC has an annual operating budget of $5.6 million and a staff of 17. The current Finance Manager will be retiring in the spring of 2015 after 20 years of service to the organization. The organization also relies on the Council on Accreditation members who lead accreditation and assessment visits; a team of 400 ad hoc consultants support these visits. For additional information, please visit the organization’s website at www.aaalac.org.
The Position

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.

Priorities and Key Responsibilities

AAALAC is positioned to advance its internal infrastructure and program impact over the next three to five years. The organization’s growth and advancement will provide long-term opportunities for potential growth in the Finance Manager’s role. Working with the Executive Director and other senior staff, 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, which was launched on February 1, 2015.
- Establish and maintain effective, efficient accounting and finance systems and procedures; and recommend and implement enhancements to support the organization’s annual and strategic plans.

Specific duties include the following:

**Accounting Operations**
- Manage overall daily accounting operations.
- Maintain timely and accurate general ledger, including creating journal entries, performing account analysis, and supervising timely entry of accounts payable, accounts receivable, and payroll data.
- Perform year-end closings.
- Review and reconcile bank statements.

**Finance Statements**
- Prepare monthly, quarterly, and annual financial reports for the Executive Director and Executive Committee.
- Monitor and prepare cash-flow forecasting statements.
- Develop and monitor the organization’s annual budget.
- Complete financial analyses, develop future finance models/forecasts, and respond professionally and thoughtfully to requests for information from the Executive Director and senior staff.
- Prepare for and support the annual audit process.

**Policies & Procedures**
- Review and update AAALAC’s finance manual.
- Establish and maintain an organization calendar for accounting and finance activities.
- Oversee tax returns, annual filings, and business insurance.
- Review, refine and manage internal controls, policies and procedures for the accounting functions.
- Establish and maintain an organizational accounting infrastructure and staffing to effectively accomplish the department’s goals and objectives.
- Serve as staff liaison to the finance and audit committee.
Experience and Attributes
Highly qualified candidates will bring a shared commitment to AAALAC’s mission and programs and value for proactively advancing infrastructure systems that support the organization’s work. Other experience and attributes include the following:

- 7+ years’ progressive experience in accounting department or other comparable financial environment with working knowledge of nonprofit accounting; experience with a membership organization preferred.
- Minimum three years’ supervisory experience and ability to manage others.
- Track record of successful experience in efficient, accurate and timely closings and production of financial statements targeted to specific audiences (executive, board, senior staff, etc.).
- Detail-oriented, ability to complete multiple tasks accurately within critical deadlines.
- Excellent organizational, problem solving and decision-making skills; ability to prioritize department’s workload and respond to unique and evolving international requirements.
- Ability to provide excellent internal and external customer services.
- Working knowledge of and ability to comply with GAAP and other regulations.
- Experience with computerized financial systems; prior experience with Intacct preferred.
- Experience with major payroll software; Paychex software preferred.
- Proficient in Microsoft Office 2010 with advanced Excel experience.
- B.A. or B.S. in Accounting, Business, or Finance.
- CPA or M.B.A.

Salary is commensurate with experience. AAALAC offers a competitive benefits plan that includes paid time off, health insurance, retirement matching contribution, and other benefits.

Application Process
To apply, e-mail resume, cover letter and salary requirements to: AAALAC@raffa.com (e-mail applications are required). For other inquiries contact:

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Raffa PC is conducting the search on behalf of AAALAC.

AAALAC is an Equal Opportunity and Affirmative Action Employer. Resume reviews begin immediately.