



## POSITION DESCRIPTION

**Position Title:** Assistant Controller

**Reports to:** Controller

**Grade/Level:** Exempt

**Work Schedule:** Mon-Fri, 9AM – 5PM

---

**Summary:** The Assistant Controller reports directly to the Controller. Responsible for preparing financial statements, reports and analysis. Ensure that AASLD and AASLD Foundation accounting policies and procedures are in conformity with GAAP, FASB and in line with not for profit financial best practices. Responsible for accounting and budget software and integration with PN3, AMS, CRM and others. Responsible for knowing and following AASLD and AASLD Foundation's financial policies and procedures.

### Primary Position Duties

<b>Financial</b>
------------------

- Oversee accurate and timely dissemination of monthly financial statements, including identifying variances in monthly schedules reconciled to the statement of financial position and statement of financial activities.
- Ensure accuracy and integrity of financial information by following established internal controls
- Ensure quality control over financial transactions and reporting
- Prepare and analyze complex reconciliation of AASLD & AASLD Foundation schedules and intercompany financial activities
- Proficient in graphs and dashboard reports as needed
- Participate with annual audit and tax/information return preparation for AASLD and AASLD Foundation
- Participate with the accurate and timely completion of all corporate income tax returns taking full advantage of all favorable tax codes (i.e. renewal of tax-exempt certification with State Agencies)
- Lead the preparation of annual budget and financial forecasts and report variances
- Proficient in knowledge of the latest changes in accounting standards and compliance to support financial transactions
- Prepare cash flow projections for AASLD and AASLD Foundation
- Ensure timely filing of business and annual reports with appropriate State agencies as well as Federal and State annual tax returns

- Prepare year-end schedule and reports for Form 990 (informational tax return)
- Manage and comply with local, state, and federal government reporting requirements as needed
- Supervise the Senior Staff Accountant and Staff Accountant
- Additional duties as necessary

#### **Human Resources**

- Ensure maintenance and safe keeping of personnel files.
- Oversight of payroll and Flexible Spending Administration (FSA)
- Ensure most recent AASLD's accounting policies and forms are updated in SharePoint and other shared drives
- Work closely with Director, Human Resources

#### **Office Administration**

- Oversee annual physical office inventory for fixed assets and reconcile related fixed assets accounts with general ledgers accounts
- Support Finance & Administration team with the logistical operations of the AASLD office
- Office security oversight

#### **Education and Experience**

- Bachelor's degree in Accounting
- CPA preferred
- 5 or more years of combined accounting experience within the non-for-profit organizations
- Five or more year of supervisory capacity

#### **Skills Needed:**

- Thorough knowledge of generally accepted accounting principles, legislation and regulations concerning non-profit accounting and reporting.
- Exceptional accuracy and keen attention to detail
- Experience with financial statement preparation for not-for-profit entities
- Experience with general ledger functions and the month-end/year end close process
- Experience in preparing and review of payroll and non-profit tax filings
- Experience with not-for-profit accounting systems; Microsoft Office, Solomon and PN3 experience preferred
- Strong organizational, analytical and communication skills are essential
- Must have the ability to relate technical information to both accounting and non-accounting staff
- Energetic, self-motivated, highly organized team player, with the ability to manage multiple tasks

**Competencies:**

Character Strength	Overcomes obstacles to getting the work done. Keeps promises and meets commitments. Demonstrates personal integrity in all interactions. Maintains confidences.
Composure	Uses techniques to manage stress so that it does not interfere with the accomplishments of the work. Maintains calm demeanor even during stressful periods. Demonstrates ability to accept criticism.
Emotional Maturity	Demonstrates ability to work effectively with others possessing less experience or technical expertise. Can accept decisions which go contrary to personal ideas and beliefs. Can accept compromise.
Interpersonal Skills	Demonstrates ability to get ideas across through clear and logical communication. Demonstrates ability to lead meetings, speak in public, and prepare written correspondence.
Realistic	Recognizes the motivations and hidden agendas of others. Strives for win-win outcomes. Accurately relays progress, obstacles and opportunities.
Teamwork	Takes appropriate role in the team, leading or following. Accepts the decisions of the team.
Technical Skill	Applies education, training, and experience toward mastery of job requirements.
Verbal Ability	Communicates detailed or technical information clearly. Logically organizes ideas; gives open and honest feedback.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. This is not a contract. Duties and responsibilities may be changed or expanded at any time to accommodate the needs of the Association.