

Title: Finance Administrator

Date: March 2019

Classification: Full-time (40 hours/week), non-exempt

Reports to: Director of Finance and Operations

Leadership Liaison and Support to: Assists Director of Finance and Operations in supporting Finance Committee

Summary:

The International Society on Thrombosis and Haemostasis (ISTH) is a global not-for-profit membership organization advancing the understanding, prevention, diagnosis and treatment of thrombotic and bleeding disorders. The Society is dedicated to transformative scientific discoveries and clinical practices, the development of young professionals and the education of physicians, scientists and allied health professionals wherever they may live. At the ISTH, we initiate and promote education and outreach initiatives, research activities, scientific meetings, peer-reviewed publications, expert committees and the development of standards allowing a common language and approach to basic and clinical science all over the world. Our Society currently serves 5,000 members in 94 countries and is based in Carrboro, North Carolina, near the University of North Carolina-Chapel Hill campus.

The Finance Administrator is a key member of the ISTH staff who is responsible for accurate and timely processing of financial transactions for the Society, ensures that accurate accounting, financial and personnel records related to general onboarding (payroll related tax forms, and I9s) are in place in accordance with best practices, and works on a day to day basis with the rest of the finance team, organization's banks, insurers, accountants and other financial vendors/partners/advisors to ensure completion of and high quality work.

Key Responsibilities:

- Process all payables including checks, wires/ACHs, reimbursements, keep resulting records and files (including collecting W-9s, as needed).
- Oversee recording of monthly company Visa and AMEX credit cards transactions and investment transactions/activities
- Process staff payroll and 403(b) contributions [retirement]; ensure proper allocation of personnel costs in accounting system; maintain staff leave and benefit records and personnel files (payroll related tax forms, and I9s); prepare and distribute annual 1099's and W-2's (W-2s currently prepared by payroll processing company Paychex); ensure compliance with state-specific tax and regulatory requirements
- Monitor, reconcile and maintain records for all bank and investment accounts, company credit cards, petty cash, merchant accounts, prepaid expenses and internally designated funds
- Provide monthly spot check analysis of financial records to look for possible coding and entry errors
- Responsible for primary review and maintenance of organizational general ledger/chart of accounts
- Coordinate year end closeout, especially accounts payables with Directors and Departments to ensure a timely yearend close
- Assist Senior Finance Coordinator in preparation of monthly financial reports by ensuring all payables/costs for previous month are in accounting system
- Support the annual budget development, working closely with Senior Finance Coordinator, the Director of Finance and Operations (DFO), and Executive Director; particularly in helping develop UBM (Overhead) class costs and reviewing iterations through final version
- Coordinate with the Senior Finance Coordinator the preparation of internal materials for year- end closing, financial report production, tax reporting, and audit

- Assists DFO and Senior Finance Coordinator with development of in-house financial reports, as needed
- Participate positively in internal support functions within ISTH
- Undertake any other projects as assigned by the DFO and perform other duties as required

Skills, Abilities, and Knowledge Required:

- Accuracy and attention to detail
- Complete trustworthiness
- Well-organized, able to independently prioritize and develop and execute plans to accomplish tasks that may occur daily, weekly, monthly and annually with little supervision
- Familiarity and ability to work with multiple currencies and making various forms of international payment (e.g., wire, ACH)
- Familiarity with and ability to apply ISTH financial and operational rules and procedures
- Ability to work collaboratively with peers on the staff, volunteer leadership, and vendors
- Ability to work in a fast paced, team-oriented environment under sometimes tight deadlines
- Proficient in Microsoft Outlook, Word, Excel, Power Point, as well as industry-known accounting software and reporting packages

Minimum Requirements:

- Associate's degree, Bachelor's degree is preferred
- Thorough knowledge of GAAP accounting methods and ideally, as they relate to non-profit organizations
- Experience working in financial accounting software/applications; specifically, Intacct is preferred
- At least 5 years of professional bookkeeping experience. Additional bookkeeping credentials a plus
- Experience working in not for profits; working for an international nonprofit is a significant plus

Work Environment:

- This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing
- This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand, as necessary.
- Ability and willingness to occasionally travel domestically and internationally as needed

Position Type:

- Full-time exempt position (40 hours/week)

Compensation:

ISTH offers competitive salaries based on the experience and skills of employees. Additionally, ISTH provides a comprehensive benefits package that includes medical, dental, vision, 403b match, ancillary benefits, access to Flexible Spending Accounts, and generous leave benefits.

To Apply:

Please send your resume and cover letter in attachment form to recruiter@nonprofitr.com with the subject line, "ISTH Finance Administrator" Only competitive candidates will be contacted and invited to participate in the selection process. **No phone calls please.** Applications are accepted until the position is filled.