

SENIOR ACCOUNTING MANAGER

The American Society of Anesthesiologists® (ASA) is a medical association which serves a growing membership of more than 52,000 physician anesthesiologists, medical students and care team members. At ASA, we strive to be the best medical society in the world by offering superior educational opportunities and resources. At ASA we're collaborative, dedicated to our members, committed to excellence and continuously improving. As a testament to these values, we were named one of Chicago's Best & Brightest Companies to Work For® in 2017. To continue strengthening the organization, we're seeking individuals who are talented, knowledgeable, motivated and agile. If these qualities resonate with you, you may be the perfect addition to our growing staff!

Position Summary:

The Senior Accounting Manager is responsible for managing the accounts payable (A/P), cash receipts, payroll and other functions of the Accounting Department for the American Society of Anesthesiologists (ASA) and related organizations.

Primary Position Responsibilities:

- Oversee the A/P functions of ASA and related organizations. This includes the day-to-day operations of A/P, annual 1099 process, ensuring all A/P processed is on an accrual basis and transmitting A/P information to the bank. Ensure the accuracy of A/P in terms of coding for financial statement inputs and compliance with ASA governing documents as well as IRS requirements. Submit to Treasurers weekly check registers and respond to inquiries on disbursements as required.
- Oversee the cash receipts and accounts receivable (A/R) functions, including invoicing and cash application of the ASA and related organizations. This includes the day-to-day operations of cash receipts and A/R, ensuring all activity follows GAAP and A/R aging balances are within acceptable levels. Ensure the accuracy of cash posting for financial statement inputs. Maintain the weekly cash position report for ASA and Related Organizations providing recommendations on cash movements from operating accounts as needed to ensure optimization of cash balances and investment returns.
- Manage the activities of four Senior Accounting Clerks.
- Implement and maintain appropriate internal controls over A/P, cash receipts and A/R processes. Ensure all ASA and related organizations are following best practices when it deals with system integration (AMS and accounting system), banking (use of lockboxes) and payments (use of ACH). Independently seek out, document, update and act as a Subject Matter Expert (SME) in the establishment and maintenance of process and procedure guidelines in concert with Generally Accepted Accounting Principles.
- Ensure that all account reconciliations assigned are completed by the due date in accordance with the reconciliation schedule. Review reconciliations assigned to the Senior Accounting Clerks and Staff Accountant and ensure adjustments are processed. Review and oversee the accounting work completed by the Staff Accountant for the ASA Charitable Foundation and Anesthesia Foundation. Actively participate in the ASA month-end close process.

Position Qualifications:

- Bachelor's Degree in Accounting or related field required.
- Minimum 7 years of related accounting experience required.
- Minimum 3 years of supervisory experience in a related/smaller function required.
- Expertise in accounting terminology and procedures; broad knowledge and understanding of GAAP and account reconciliation.
- Expertise in FASB regulations and 1099 Reporting.
- Knowledge of Microsoft Office products; proficient in Excel spreadsheet layouts.

To apply, please submit your resume to: recruiter@asahq.org