

JOB DESCRIPTION

Title:	Senior Finance Manager
FLSA Classification:	Exempt
Reports to:	Executive Director
Location:	2223 Massachusetts Avenue, NW, Washington, DC 20008

AMERICAN SOCIETY OF INTERNATIONAL LAW

The American Society of International Law (“ASIL” or “the Society”) is the premier membership organization in the field of international law. Founded in 1906, ASIL’s mission is to foster the study of international law and to promote the establishment and maintenance of international relations on the basis of law and justice. The Society has roughly 4,000 members, some 40% of whom live and work outside the United States. For nearly 120 years, ASIL has published the leading peer reviewed journal in the field, the *American Journal of International Law*, alongside other critical publications. ASIL is a constituent member of the American Council of Learned Societies and maintains consultative status at the United Nations.

POSITION SUMMARY

The Senior Finance Manager will work directly with the Executive Director to manage the Society’s financial reporting, budgeting, financial analysis, and compliance requirements. The Finance Manager will support the Executive Director and Executive Council in developing and implementing financial strategies that support the organization’s mission and goals.

RESPONSIBILITIES

Financial Management

- Serve as primary liaison to the Audit, Budget, and Investment Committees, collaborating with other committee members to provide strategic financial guidance and support to the organization.
- Develop and monitor the implementation of long-range financial plans in conjunction with the President, Executive Director, and the Finance Committees (Audit, Budget, and Investment), including setting targets for organizational growth.
- Develop and maintain internal financial-management policies and procedures, key performance indicators (KPIs), and dashboards to provide insight into the organization’s operations and business plans.
- Prepare monthly and quarterly financial statements and financial analysis; oversee the annual audit.
- Oversee the Accounting, Accounts Payable, and Revenue Processing functions to ensure best practice and compliance with all applicable legal and regulatory standards.
- Supervise the Operations Manager, who manages accounts payable and accounts receivable.
- Oversee the general ledger and bank reconciliation functions to ensure best practice and compliance with all applicable legal and regulatory standards.

- Manage relationships with external partners, including banks, auditors, and other financial service providers.

Budgeting, Forecasting and Investments

- Develop and oversee the annual budgeting process, working closely with the Executive team, program managers, and other stakeholders to develop realistic and achievable budgets.
- Work closely with the Executive Director to help develop and manage financial forecasting models that support long-term financial planning and decision-making.
- Regularly monitor and prepare cash flow projections and recommendations; manage cash according to investment objectives.
- Manage relationships with investment managers and other financial service providers to ensure compliance with all reporting and regulatory requirements.
- Optimize cash flow including credit card processing, and reconciliation.
- Support fundraising and income diversification initiatives across the organization by providing background information, preparing draft budgets and proposals, and conducting substantive research where required.

Tax, Audit, Risk and Compliance

- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, and other reporting requirements.
- Prepare financial statements in accordance with GAAP.
- Manage relationships with external auditors and other financial service providers to ensure compliance with all reporting and regulatory requirements.
- Oversee and manage all insurance activities and risk management framework.

Strategic Planning and Leadership

- Work closely with the Executive Director and senior staff to develop and implement strategic plans and goals that support the organization's mission and vision.
- Partner with the Director of Technology to procure specialized finance IT systems that meet the needs of the organization.

Human Resources

- Manage payroll service including all modules and related tax obligations and reporting, including periodic payroll transmissions, compliance, and system maintenance.
- Oversee and manage benefits administration and staff well-being, including health and wellness insurance, retirement plans, and other benefits.

EDUCATION/SKILLS/ABILITY REQUIREMENTS

- Bachelor's degree with a CPA certification, or a minimum of 7 years of relevant financial management experience.
- Experience with not-for-profit, association, learned society, and/or membership organizations.
- Experience in grant management and compliance oversight.
- Proficient in the use of accounting software and knowledge of membership database software.
- Proven track record of successful financial management, including experience developing and implementing financial strategies, managing budgets, and overseeing financial reporting and compliance.

- Strong leadership and management skills.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication and interpersonal skills, with the ability to communicate financial information to non-financial stakeholders.
- Passion for the mission and work of the organization.
- Sincere interest in mentoring others and working as a team.

EQUAL EMPLOYMENT OPPORTUNITY

The American Society of International Law is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or on any other basis prohibited by law. We value a diverse and inclusive workforce and encourage all qualified individuals to apply.

VISA STATUS

The American Society of International Law welcomes applications from persons of any nationality. Non-US applicants must be legally authorized to work in the United States on an ongoing basis without sponsorship.

REMOTE WORK

Unless authorized to work remotely, the employee will be required to perform the duties of the position in person during core on-site work days (Tuesdays, Wednesdays, and Thursdays), subject to public health conditions. All Society employees are required to be fully vaccinated against COVID-19 unless an accommodation is requested and provided.

HOW TO APPLY

Please submit a cover letter, resume, and references as a single PDF document to jobs@asil.org. Please put "Senior Finance Manager" in the subject line. References will be checked only with your written consent. Applications will be reviewed quickly on a rolling basis. Incomplete applications will not be considered.

COMPENSATION

The annual salary range for this position is \$110,000.00 – \$120,000.00 based on experience and qualifications. ASIL offers a generous benefits package and a stimulating, collegial work environment.