



OPERATIONAL ACCOUNTING MANAGER SCHAUMBURG, IL – FLEXIBLE HYBRID SCHEDULE

Feel good about your work—and your workplace.

The American Society of Anesthesiologists (ASA) team provides education, resources, and advocacy to help our members improve the experience and safety of patients in their care. You can be a part of this important work—join more than 160 change-makers, collaborators, and advocates as we continually work towards excellence.

We live our core values of collaboration, dedication, commitment, and improvement every day. And we know that diversity in the way we look, think, learn, and live makes everything ASA does better. Our policies, culture, and people strengthen this commitment every day. As a result, ASA has been named one of the Best and Brightest Companies to Work For in Chicago and the Nation® for the past nine years.

ASA offers flexible hybrid work arrangements, a "dress for your day" mindset, generous time off, plus professional development and educational benefits, so you can write your own story. What's more because ASA is a professional association—not a corporation—we value performance over profits.

Be part of a collaborative, caring community.

Position Summary:

The Operational Accounting Manager is responsible for managing the accounts payable (A/P), cash receipts and accounts receivable (A/R), and payroll functions of the Accounting Department for the American Society of Anesthesiologists (ASA) and Foundations. Management scope includes people, process, and related technology. Responsibilities include providing leadership and direction to the individual(s) within the work team.

Primary Position Responsibilities:

- Oversees the A/P functions of ASA and foundations. This includes the day-to-day operations of A/P and annual 1099 process. Ensures all A/P is processed timely, per GAAP requirements, and AP information is transmitted to bank timely. Ensures the accuracy of A/P in terms of coding for financial statement inputs and compliance with ASA governing documents as well as IRS requirements. Oversees timely submission of weekly check registers to Treasurers and respond to inquiries on disbursements as required.
- Oversees invoicing and cash application for ASA and the Foundations. Ensures all activity follows GAAP and A/R aging balances are within acceptable levels. Coordinates with the financial accounting group to ensure accuracy of invoicing and payment posting.
- Provides oversight of payroll for ASA and Foundations. Additionally, acts as liaison for pension plan audits as needed.
- Manages work team and resources, including workload and prioritization. Builds and cultivates successful team of high-performing staff who demonstrate strong commitment. Ensures the department meets deadlines and monitors performance against department goals.
- Implements and maintains appropriate internal controls over A/P, A/R and Payment Processing, and Payroll. Ensure all ASA and foundations are following best practices when it deals with system integration (AMS and accounting system), banking (use of lockboxes) and payments (use of ACH). Independently seeks 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. Actively seeks out and implements accounting related process improvements. Actively manages tools, including association management system, payroll system, and expense reporting system.

- Actively participates in the ASA month-end close process. Ensures payment receipts, AP payments, and AMEX expenses are processed timely and accurately. Provides follow up during close process on expense postings and balance sheet items. Creates and approves payroll, AP, and other journal entries as needed. Oversees reconciliations assigned to the Accounting Clerks are complete on time, reviews for accuracy, and ensure adjustments are processed in a timely manner.
- Oversees the daily commercial banking activities to ensure ASA and Foundations receive the use of products and services to enhance operations and manage cash flows. Acts as a liaison with banks in managing bank accounts for ASA and Foundations. Oversees the set up, and manages the merchant accounts and PayPal accounts for ASA and Foundations.
- Oversees the ASA Corporate Card account program and out-of-pocket expense reimbursement program, including acting as program administrator, managing cardholder's accounts, and managing new card requests. Oversees timely submission of cardholder expense reports and supporting documentation and expense posting to GL. Monitors cardholder compliance with ASA established policies.
- Complete annual applications for all business and event insurance policy renewals. Acts as a liaison with insurance broker.
- Participates in the annual audit and tax return preparation process. Provides auditors with assigned account reconciliations, PBC items, additional information requested by auditors during fieldwork and information gathering needed to complete ASA and Foundations tax returns.
- Leads and participates in various projects as assigned to meet departmental goals.
- Ability to perform work in alignment with ASA core values: Dedication, Collaboration, Commitment to Excellence, Continuous Improvement.

Position Qualifications:

- Bachelor's Degree in Accounting or related field highly desired.
- Minimum 5 years of related accounting experience required.
- Previous supervisory experience preferred.
- 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.
- Highly developed interpersonal skills and demonstrated high level of confidence and poise with a strong member service orientation.
- Ability to analyze data, communicate with all levels of management and develop recommendations for solving problems while exhibiting realistic understanding of issues.
- Demonstrate personal integrity in interactions with vendors, contractors and in communication with members and staff.

ASA Benefits:

As part of the health care community, we offer a full slate of health, financial, and wellness benefits to support personal and family needs, including quality medical, dental, and vision insurance at a reasonable cost, 401K match, a free fitness center, breastmilk shipping, CALM subscription, volunteer committees, employee resource groups, and much more. More detailed benefits information can be found at: <https://www.asahq.org/about-asa/work-at-asa/benefits>.

ASA Compensation Philosophy:

ASA conducts market analysis of its positions, ensuring the compensation is comparable with jobs of the same level, skills, and abilities. Additionally, ASA believes in the importance of pay equity and consider

internal equity of our current team members as part of any final offer. ASA strives to be transparent with our pay practices both internally and externally.

Position Compensation:

This position is an exempt/salaried position. The target hiring pay range for this position is: \$80,000 to \$100,000 annually. This position is not eligible for a yearly bonus/incentive.

Compensation decisions consider a wide range of factors, including but not limited to relevant experience, skills, certifications, business needs, and organizational policies.

EEOC:

ASA is an Equal Opportunity Employer of Minorities, Females, Individuals with Disabilities, and Veterans that values the strength diversity brings to our workplace. Decisions affecting employment are considered without regard to disability, race, color, religion, gender, national origin, age, genetic information, military or veteran status, sexual orientation, marital status or any other protected characteristic.

Environment:

While performing the duties of this job, the employee regularly works in an office environment with light noise. Work may be frequently interrupted. The employee will spend most of the workday sitting, computing, and talking/hearing. May require lifting (boxes) in the 10-25 lb. range requiring the ability to bend at the waist and knee.

Please follow the link to apply: <https://recruiting2.ultipro.com/AME1090ASAN/JobBoard/79dc62ee-25a8-40d7-92fe-8327b8e4afb5/Opportunity/OpportunityDetail?opportunityId=a60ea1d5-2f11-4589-9513-e7bc037c3999>