

JOB DESCRIPTION

Title:	Director of Finance and Administration
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 3,500 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 Director of Finance and Administration leads all aspects of the Society’s financial and human resources operations and oversees its general administrative operations, in partnership with the Executive Director.

Responsibilities

- Develop and manage the Society’s accounting policies and procedures and human resources policies;
- Develop budgets for review and approval of the Executive Director and Executive Council and monitor and report on spending in accordance with budget;
- Develop, prepare and deliver all financial and managerial reports, including detailed quarterly income statements (actual to budget), and analysis; balance sheet reports; grant reports; and reports of accounts payable and receivable;
- Prepare cash flow projections and recommendations; manage cash according to investment objectives; and manage payroll service (Paychex) and related tax obligations and reporting;
- Oversee and manage of all audit, tax, contracts, purchasing, long range forecasting, regulatory filings, trademark renewals and insurance activities;
- Train, supervise, and evaluate support staff
- Participate in the senior management team and contribute to the overall management of the organization;
- Support fundraising initiatives by providing background information, preparing draft budgets and proposals, and conducting substantive research where required.
- Serve as the Society’s primary staff liaison to the Budget, Audit and Investment Committees;
- Perform other duties as assigned.

Minimum Qualifications

- BA/BS accounting degree or the equivalent certification;
- Minimum of 7 years' relevant financial management experience with progressive responsibility;
- Proficient in the use of accounting software and knowledge of membership database software;
- Strong written and oral communication skills;
- Track record in identifying and implementing measures to decrease costs and increase revenues;
- Excellent interpersonal skills, including membership/client engagement;
- Excellent organizational skills, including advanced planning capabilities, organizing staff assignments, and ensuring professional obligations are met in a timely fashion.

Preferred Qualifications:

- 10 years relevant finance, human resources, and administrative experience;
- Experience with not-for-profit, association, learned society, and/or membership organizations;
- MPA, CPA, JD, or equivalent graduate degree a plus.

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 on-going basis without sponsorship.

Compensation

The target salary range for this position is \$145,000 to \$165,000, based on experience and qualifications. ASIL offers a generous benefits package and a stimulating, collegial work environment.

Remote Work

Unless authorized to work remotely, the employee will be required to perform the duties of the position in person, 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 "Director of Finance and Administration" in the subject line. References will be checked only with your written consent. Applications will be reviewed on a rolling basis.