

OPEN POSITION
Assistant to the CFO and AED of Finance and Administration
Fiscal Department

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Assistant to the Chief Financial Officer and Associate Executive Director (CFO/AED) of Finance and Administration in the Society's Providence, RI headquarters. The Assistant will provide administrative support to the division and perform organization-wide records management functions. The assistant will support the division in implementing projects in a timely, efficient, and effective way. The position requires a self-directed individual who is organized, responsible, and able to handle multiple tasks and set priorities.

Come and be part of an extraordinary team of talented staff in the Society's Finance and Administration Division.

RESPONSIBILITIES:

- Support the activities of the Finance and Administration division.
 - Coordinate meetings, track and organize documentation, and other duties as assigned.
 - Support the Investment and Audit Committees by producing agendas, writing minutes, and providing research on various subjects.
 - Draft timely operational planning and budget reports.
 - Assist in developing the annual Finance Division operating plan.
 - Maintain the Finance Division, Fiscal Department, Investment Committee, and Treasurer intranet pages.
 - Coordinate customer credit management according to policy and update customer credit limits. Develop and document new procedures/policies as needed.
 - Communicate with foreign customers concerning tax exemption and coordinate development of procedures related to foreign tax exemption paperwork.
 - Assist with year-end closing, audit, and tax filings. Prepare miscellaneous regulatory filings.
 - Update independent contractor agreements as needed.
 - Complete annual insurance commercial insurance application and maintain insurance files.
 - Track and organize documentation for temporarily-and permanently-restricted donations.
- Manage the Society's records management (RM) program.
 - Update departmental retention schedules, process records, complete annual records disposal/destructions, maintain the RM intranet web pages.
 - Coordinate the annual transfer of AMS publications to the Brown University Library.
 - Participate in committees to develop policies and procedures.
 - Maintain records according to established policies and procedures.
 - Maintain and securely store all AMS contract records.
- Manage ongoing enhancements and training related to accounting software.
 - Work with AMS staff, and outside consultants to coordinate needed enhancements.
 - Provide consultation to management on set up of accounting systems.
 - Manage the formulation and documentation of operating procedures, policies and accounting controls related to accounting software.
 - Maintain workflow rules within the software.
 - Troubleshoot problems with software, and coordinate efforts with consultants/vendor such as Jitasa to resolve them and other matters.

QUALIFICATIONS:

- Ability to prioritize work and work independently with a minimum of supervision
- Detail-oriented with the ability to evaluate problems and develop solutions
- Ability to follow instructions, both written and oral. Strong written, verbal and interpersonal communication skills
- Must be highly self-motivated, have an excellent work ethic, be flexible and a team player
- Knowledge of MS Office software and ability to learn the AMS Serenic Navigator software.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree with at least three years' experience in an administrative support function.

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: https://workforcenow.adp.com/jobs/apply/posting.html?client=amsocie&jobId=45077&lang=en_US&source=CC3

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