

The American Association of Neurological Surgeons (AANS) is seeking a **Finance Manager** to lead the organization's financial analysis process, including monthly reporting, budgeting, and forecasting. This manager will also lead the development, implementation, and administration of the organization's financial systems. Collaborate with Director of Finance on analyses that help drive informed business decisions. Research financial record-keeping and reporting requirements and ensures that systems are modified to meet these requirements. Also oversee and manage section finances and their annual budget process. This job operates in a flexible work arrangement with an expectation to be onsite 2 days a week. A qualified candidate may also support projects that are comprised the Association (AANS), the Foundation (NREF) and the data registry arms (NPA)

Essential Job Duties

- Manage financial reporting systems
- Build and maintain all the financial reports.
- Generate any data analysis for internal and external users.
- Manage all the accounting software and the functionality.
- Create financial analysis for use by management and governance.
- Manage all section financial statements and budgets
- Create quarterly section financial reports.
- Review and analyze actual spending against budget.
- Create quarterly financial updates for sections.
- Create and maintain section budgets.
- Work with the section leadership as necessary to manage budgets, secure appropriate approvals, and document appropriately.
- Contribute to the annual budgeting/forecasting process for AANS, NREF and NPA
- Develop systems to ensure accurate and effective budget development.
- Collaborate with staff leaders in the organization to develop budgets that align with organizational goals.
- Analyze and review preliminary budgets for errors and potential modification.
- Work with C-suite and senior leaders to ensure a balanced budget.
- Review annual budgeting process for modifications and enhancements.
- Run quarterly forecasting process and help identify risks and opportunities.
- Collaborate with Accounting Manager on the monthly close process and year-end accounting activities.

- Manage Staff Accountant
- Troubleshoot and manage paperless payable software.
- Participate in development of various data warehouse tools.
- Participate in the preparation of audit schedules for auditing firm.
- Assist Director of Finance with insurance coverage including assessing options and managing renewals
- Assist with any future system and software changes.
- Develop policy and procedures for accounting team.
- Provide users with any technical support.
- Performs other duties as assigned

Qualifications

- 10+ years of general ledger and related sub-systems experience required.
- Bachelor's Degree in Accounting required, CPA and/or MBA preferred.
- Previous experience with computer based financial systems including general ledger, accounts receivable, accounts payable, budget systems and report generation necessary.
- Experience with Microsoft Dynamics\Great Plains preferred.
- Proficiency and knowledge of Microsoft Office.
- Managerial and association experience preferred.
- Excellent analytical and organizational skills.
- Excellent written and verbal communication skills.

AANS is an E-Verify participant. The AANS is an Equal Opportunity Employer that complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. Applicants must be legally eligible to work in the United States.