



The Autism Science Foundation (ASF) seeks a **Finance Manager** to join our growing team. ASF is a nonprofit organization dedicated to supporting people with autism and their families by funding scientific research aimed at finding the causes of autism and developing better treatments.

The Finance Manager will manage the day to day finances of the organization and work in conjunction with an accounting firm to ensure compliance with state and federal regulations.

### **Roles and Responsibilities**

- Manage day-to-day financial operations, including accounts payable, accounts receivable, invoices (incoming and outgoing) and staff expense reports.
- Manage donor database
- Track and organize event specific expenses/income and prepare interim and final reports on financial outcomes of each event
- Review bank statements and collect/track documentation for all transactions
- Assist with annual audit
- Assist with grant expense tracking
- Issue donation receipts
- Prep and issue 1099s
- Other duties as needed

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The organization reserves the right to modify responsibilities at any time, with or without notice.

### **Qualifications**

- Bachelor's Degree; minimum of 5-7 years experience in accounting or finance
- Understanding of non-profit organizations and GAAP
- Experience with Quickbooks Online (required), Dext, Salesforce, and Stripe (preferred)
- Excellent time management and organizational skills; able to manage multiple projects
- Creative problem solver; independent worker; self-starter
- Excellent communication skills
- Comfortable working in a small organization with limited resources and support

This is a full time position with benefits. The salary range for this position is \$75,000 to \$85,000 per year. This represents the base pay range that the Autism Science Foundation reasonably expects to pay for this role. The Finance Manager will report to the Vice President of Operations. Applicants must be legally authorized to work in the United States. We are unable to sponsor employment visas. ASF is an Equal Opportunity Employer. ASF offers a flexible work environment and schedule, with competitive salary and benefits. Send resume and cover letter to [contactus@autismsciencefoundation.org](mailto:contactus@autismsciencefoundation.org)