

Assistant Controller

The American Academy of Periodontology (AAP) is seeking a full time Assistant Controller to manage and implement the Finance Department functions. The AAP is a non-profit organization located in downtown Chicago. Our mission is to advance the periodontal and general health of the public and promote excellence in the practice of periodontics. Founded in 1914, we serve over 8,000 members and are focused on building professional partnerships to achieve optimal health and good quality of life for patients.

Reporting directly to the Chief Financial Officer, the Assistant Controller's main responsibilities include month end and fiscal year-end closings, financial statement and budget preparations, variance analysis, accounts payable and receivable management, government or agency reporting, maintaining internal financial controls and audit preparations. The Assistant Controller will also support the Academy's Finance and Audit Committees.

Qualifications

We require a Masters' degree in Accounting and/or CPA certification. Qualified applicants must have a minimum of five years' experience in general accounting, payroll, accounts payable/receivable and budget functions in a nonprofit environment. Qualified candidates must have demonstrated experience in oversight of internal financial control systems, research capabilities and the ability to apply Generally Accepted Accounting Principles. Qualified candidates must be proficient in Microsoft Office programs, have superior attention to detail, accuracy, be deadline driven and have the ability to interact effectively with all levels of staff, AAP member and AAP leadership.

The AAP offers excellent benefits to its employees including medical, dental, life, 401(k), short-term disability and generous paid time off. Interested individuals should submit resume and cover letter to: Humanresources@perio.org. No phone calls please or agency calls.

The American Academy of Periodontology is an Equal Opportunity Employer.