



ASSOCIATE DIRECTOR, FINANCE & OPERATIONS

GENERAL DETAILS

Date:	<u>August 20, 2024</u>
Position Title:	<u>Associate Director, Finance & Operations</u>
Department:	<u>Finance & Operations</u>
Reports to:	<u>Vice President, Finance & Operations</u>
Starting Salary:	<u>\$100,000 - \$130,000 per year</u>

ABOUT US

The Alliance for Regenerative Medicine (ARM) is the leading international advocacy organization championing the benefits of engineered cell therapies and genetic medicines for patients, healthcare systems, and society. As a community, ARM builds the future of medicine by convening the sector, facilitating influential exchanges on policies and practices, and advancing the narrative with data and analysis. We actively engage key stakeholders to enable the development of advanced therapies and to modernize healthcare systems so that patients benefit from durable, potentially curative treatments.

As the global voice of the sector, we represent more than 400 members across 25 countries, including emerging and established biotechnology companies, academic and medical research institutions, and patient organizations.

POSITION SUMMARY

The Associate Director of Finance and Operations will support the VP of Finance and Operations in carrying out the responsibilities of the Finance Department by overseeing payroll processing, managing financial records, providing analysis and decision support, and assisting the VP with preparation of KPIs, annual budgets, forecasts, and regulatory filings. Responsibilities also include managing business processes, general operations, including IT, and implementation of plans, projects, policies, and procedures. This person will provide the leadership to create a culture of continuous process improvement throughout the financial and operations functions and all related activities. They also will be a strong partner with functional leaders within ARM, understanding their business needs and objectives and ensuring the finance function enables both functional and overall organizational success.

This is a hybrid position based in the Washington, DC area. The person in this role will be required to report to work in ARM's DC Office in-person at least two days per week.

JOB DUTIES

Financial Planning and Analysis

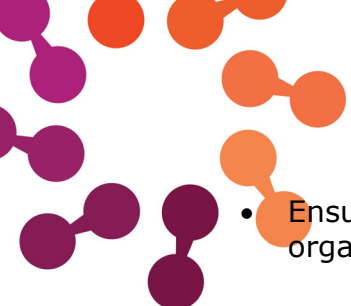
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- Provide business partnering and financial modeling support during the annual budgeting and quarterly forecasting process.
 - Lead planning and execution of annual financial audits.
 - Prepare weekly, monthly, and quarterly reporting packages in coordination with the accounting team; including but not limited to budget to actuals, budget to forecast, cashflow analysis/forecast, and relevant financial KPIs.
 - Review financial statements for completeness and accuracy.
 - Provide analytics and modeling of financial performance and financial statement as needed.
 - Maintain financial systems, financial policies, and compliance procedures, and make improvement recommendations.
 - Participate in cross-departmental meetings, serve as an in-house consultant on financial and operational matters, anticipate potential issues, and collaborate with key stakeholders to improve the efficiency and scalability of ARM's operations.
 - Collaborate with business owners to furnish commentary on underlying reasons for variances and deviations (vs prior year, month and vs budget).
 - Benchmark financial performance versus peer group.

Oversee Payroll Processing

- Oversee payroll and processing of employee pay and pay adjustments.
- Update payroll records including reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers.
- Compile regular summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.

Operations

- Function as the business unit representative for all facility-related issues, including tracking facility improvement projects, ordering equipment, purchasing capital equipment, monitoring maintenance and acquisition records to ensure contract compliance.
- Ensure staff have appropriate computer equipment, software, and security training.
- Partner with the VP of Finance and Operations to oversee the risk register, portfolio of insurance policies, periodic renewals, and coverage adequacy.

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- Ensure appropriate business policies and procedures exist and that the organization remains compliant.
 - Improve operational management systems, processes and best practices.

Other

- Special projects and other duties as assigned

QUALIFICATIONS

- A bachelor's degree or higher in finance, business, engineering, or related field or seven or more years of equivalent experience is required. MBA or Masters in Finance or Operations is desired.
- CPA or CMA highly desired.
- Strong financial modeling, analytical, and data presentation skills.
- Knowledge of accounting principles and financial statement analysis.
- Proficiency in financial software applications and productivity packages such as Microsoft Excel, Word, and PowerPoint.
- Extreme organization and the ability to meet deadlines is highly desired.
- Solid record of handling confidential information and data.
- Ability to communicate effectively, both verbally and in writing.
- Ability to recognize and report fraudulent and unethical practices.

HEALTH BENEFITS

Employees are eligible to enroll in the following benefits on the 1st day of the month following their hire date:

- Health insurance
- Dental insurance
- Vision insurance
- Life Insurance
- Short-term disability
- Long-term disability

To apply, please email your resume to recruiting@alliancern.org.