



# FASEB

Federation of American Societies  
for Experimental Biology

**Position Title:** Accounting & Reimbursement Coordinator

**Status:** Non-exempt

**Reports to:** Associate Director, OSMC

**Department:** Office of Scientific Meetings and Conferences (OSMC)

**Date Posted:** May 23<sup>rd</sup>, 2026

**Salary Range:** \$60,000-75,000/year

**Location:** Rockville, Maryland; (Hybrid; In-office once every 2 weeks minimally and as needed. DC, Maryland or Virginia only will be considered for this position.)

### **Primary Function**

Provides accurate and timely financial and administrative support for FASEB. Owns the end-to-end reimbursement process, including receipt collection, documentation validation, and payment execution for NIH R13 travel awards, sponsorship funds, and speaker travel. Coordinates with FASEB Accounting to maintain financial reporting on federal and non-federal awards and sponsorships and supports audit readiness and compliance with federal grant requirements. Partners with FASEB staff, including regular engagement with Conference Managers, to ensure the financial and administrative dimensions of each event are executed accurately, on time, and in accordance with FASEB policies and sponsor stipulations.

### **Major Duties and Responsibilities**

#### **REIMBURSEMENT PROCESSING & PAYMENT COORDINATION**

- Manages end-to-end reimbursement processing for NIH R13 travel awards, sponsorship reimbursements, speaker travel, Capitol Hill Day travel, Board of Directors event travel, Science Policy Symposium travel, and other programs as assigned including receipt collection, eligibility validation, documentation review, and payment coding in coordination with FASEB Accounting.
- For conferences: Conducts pre-conference reimbursement preparation 2-4 weeks before each meeting, confirming eligibility requirements, payment preferences, and mailing addresses with conference managers; prepares and maintains reimbursement allocation worksheets per conference.
- Codes payments accurately for each event, distinguishing between different types of reimbursements per accounting and federal reporting requirements.
- Tracks outstanding requests received for reimbursement; proactively follows up on missing documentation and communicates status updates to recipients and other FASEB leads (conference managers, staff) using established templates.
- Collects receipts and supporting documentation from participants and awardees post-conference or post-event; validates submissions for completeness, eligibility, and compliance with FASEB policies, federal award terms (where applicable), and sponsor stipulations (where applicable) prior to processing.
- Processes approved reimbursement sheets via bill.com CSV upload, in coordination with conference managers, other FASEB leads, and FASEB Accounting
- Ensures sponsorship reimbursements are not disbursed until funds are received; flags unpaid sponsorships to the appropriate conference manager.
- Responds to participant reimbursement inquiries; escalates policy exceptions, eligibility disputes, and technical issues to the appropriate conference manager.
- Maintains complete, audit-ready reimbursement records across the organization.

## INVOICE GENERATION & FINANCIAL RECORDKEEPING

- Generates sponsor invoices and receipts as directed; tracks funds received and pending, flags overdue payments and sponsor stipulations, and coordinates with FASEB Accounting to maintain current financial reporting on all federal and non-federal awards or sponsorship.
- Tracks funds received and pending across the sponsorship and grants portfolio; flags sponsor stipulations, overdue payments, and discrepancies to the appropriate conference manager.
- Maintains audit-ready records across the portfolio.

Other duties as assigned in support of FASEB's organizational goals and needs.

### Requirements

- Bachelor's degree, preferably in a financial related area.
- Strong customer service skills.
- Ability to meet deadlines.
- Ability to handle a large number of reimbursements in a tight deadlines.
- Must have attention to detail.
- Ability to multi-task

### Work Environment/Conditions:

- *90% sitting, 5% standing, 5% walking*
- Occasionally requires lifting materials of approximately 20-30 lbs.
- Requires computer work involving extensive use of keyboard, mouse and monitor.
- Working long hours sitting, standing, walking onsite at conferences.
- Dayshift hours primarily.
- Travel (up to 10%) and other work-related assignments after hours or on weekends are possible.

This is a demanding position requiring the ability to multi-task for multiple stakeholders; constantly shifting priorities based on stakeholder/event needs and changes; motivating and prompting teams to follow through with timely delivery of projects; adhering to timelines and meeting project deadlines.

### To Apply

**For full consideration, please submit a resume and cover letter. Applications will be considered on a rolling basis and the position will remain open until filled.**

If an accommodation is needed to complete the application process, please contact FASEB's Human Resources Department at [resumes@faseb.org](mailto:resumes@faseb.org).

To learn more about FASEB, please visit [www.faseb.org](http://www.faseb.org).

FASEB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.