STAFF ACCOUNTANT
THE V FOUNDATION FOR CANCER RESEARCH
REPORTS TO: DIRECTOR OF FINANCE

POSITION SUMMARY:

The Staff Accountant is responsible for providing efficient and effective financial services to further the Foundation’s mission. The Staff Accountant’s primary goal is for the Foundation’s board and management to have accurate financial information to inform strategic decisions. Working closely with the Director of Finance, CFO, Development personnel and Corporate Relations, the Staff Accountant is responsible for resolving finance-related issues and providing services to ensure proper reporting, compliance and quality control. The Staff Accountant works with internal staff on finance-related issues and projects and assists with complex transactions and budgeting. The Staff Accountant will be responsible for managing most accounting tasks for the Foundation. The Staff Accountant is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

ESSENTIAL RESPONSIBILITIES:

- Prepares daily and monthly journal entries
- Assists in the vendor payment process by inputting invoices and purchase orders into accounting system and creating checks
- Assists in reconciling bank and general ledger accounts monthly
- Assists in preparing monthly financial statements
- Assists in preparing annual audit and tax work papers
- Assists in budget preparation
- Assists Development Department with preparing financial reports for donors, including pledge invoices
- Serves as backup for incoming grant agreement reviews and vendor contracts for compliance with organization policy
- Responds to requests for financial information, governmental and informational surveys
- Reconciles general ledger accounts, performs account analysis, researches and corrects account discrepancies
- As needed, identifies and implements improvements to existing operational policies, processes and practices that facilitate efficient/improved operation and financial management of the organization
- Identifies and resolves accounting and control issues in a timely manner
SECONDARY RESPONSIBILITIES:

- Other duties as assigned
- May be required to train and/or guide other team members
- Maintains financial records and files

SKILLS/JOB QUALIFICATIONS:

- Excellent knowledge of GAAP and non-profit accounting procedures
- Significant experience in general ledger reconciliation
- Proficiency with 10-Key Calculator
- Outstanding analytical skills, including exceptional ability to analyze statements and financial information
- Familiarity with computerized accounting systems, preferably Serenic Navigator (Microsoft Dynamics NAV)
- Meticulous attention to detail and accuracy
- Ability to identify and implement improvements to enhance accounting processes
- Demonstrated ability to hold information confidential with excellent judgment
- Proficiency with MS Office suite of products
- Strong verbal and written communication skills
- Ability to appreciate and contribute to a work environment that values integrity, adaptability, reliability, collaboration, a commitment to learning, and a sense of humor
- Prioritize and manage multiple responsibilities and projects while meeting deadlines.
- Execute work thoroughly and meticulously
- Ability to learn processes quickly
- Ability to stick with task for extended periods of time, but open enough to manage multiple assignments
- Excellent Customer Service skills
- Excellent organizational skills and attention to detail
- Ability to work outside normal business hours occasionally
- Ability to maintain a high level of confidentiality
- Uncompromising personal integrity
- Skilled in Microsoft Excel and Word; computer literacy, specifically MS Office Suite, email, and internet browsing; ability to learn customized software quickly
EDUCATION AND/OR EXPERIENCE:

- Undergraduate degree in Accounting/Finance or equivalent years of related work experience
- Minimum 3-5 years of experience in a similar position
- Strong preference for nonprofit experience
- Experience with Serenic Navigator, or Microsoft Dynamics NAV is helpful

FLSA CLASSIFICATION:

Exempt

HOW TO APPLY:

Send an email with cover letter and resume to Devin Gilreath, Director of Finance, at apply.accountant@jimmyv.org.