

ACCOUNTANT

JOB DESCRIPTION

The Accountant is an exempt position that reports directly to the Director of Finance. Job responsibilities and duties will be varied, but focus primarily on the management of accounts payable, journal entries, and bi-weekly payroll processing. Additional job duties include assisting with accounting and reporting for federal and non-federal grants, month-end financial close entries, and general ledger reconciliation. The Accountant will also assist with year-end close procedures and annual audit preparation.

JOB RESPONSIBILITIES

Accounts Payable (AP) duties include:

- Receiving and processing vendor invoices; entering invoices into accounting software with proper coding
- Ensuring that invoices are paid timely and in accordance with Business Office accounting policies and procedures
- Processing check runs and retaining records
- Reconciling company credit cards, entering expense detail into accounting software and ensuring timely payment
- Communicating with vendors regarding invoice issues or discrepancies
- Preparing annual vendor 1099s, AP reports or other vendor reports as needed
- Recommending updates to AP systems and procedures

Accounts receivable/cash management duties include:

- Preparing accounts receivable invoices and entering into accounting software
- Depending on availability, preparing checks for deposit or ensuring checks are deposited
- Coding deposits to proper accounts, entering receipts, and filing documentation.
- Preparing reports as needed

Bi-weekly Payroll duties include:

- Collecting and reviewing for accuracy/completeness all necessary information from employees to process bi-weekly payroll in accordance with Business Office policies and procedures
- Processing bi-weekly payroll through payroll system
- Updating the payroll system, making changes as needed
- Generating, organizing and archiving payroll reports
- Maintaining security over payroll information, including employee payroll files
- Communicating with payroll service provider regarding payroll system issues or problems
- Communicating with employees, responding to questions related to payroll and benefits
- Preparing bi-weekly payroll journal entries and entering into accounting software
- Preparing payroll and other reports as needed
- Recommending updates to payroll systems and manuals

Month-End/Year-End duties include:

- Preparing monthly grant budget to actual reports
- Preparing monthly staff budget to actual allocation reports
- Preparing standard monthly and quarterly journal entries
- General ledger account reconciliation analysis
- Assisting with monthly or quarterly financial statements
- Assisting with preparation of audit work schedules for annual audit
- Assisting with annual budget preparation

Additional duties and responsibilities:

- Performing other appropriate duties as assigned.
- Occasional travel within the State of Maryland may be required.
- Attendance at annual NDRN fiscal conference is expected and may require out-of-state travel.

REQUIRED QUALIFICATIONS, KNOWLEDGE AND ABILITIES

- Associates degree and at least three (3) years professional accounting experience.
- Must be a self-starter and self-motivated
- Proficient knowledge of accounting software and Microsoft Office is required, to include Microsoft Excel (i.e. formulas, data navigation, pivots, etc.)
- Strong analytical and reconciliation skills.
- Ability to self-direct work activities, successfully manage multiple work priorities, and work under deadlines with speed and accuracy.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to comprehend and carry out complex oral and written instructions.
- Strong interpersonal, customer service and telephone skills, including the ability to handle difficult situations patiently and tactfully.
- Ability to communicate both orally and in writing, including a working knowledge of English grammar, punctuation, spelling and sentence structure.

PREFERRED QUALIFICATIONS, KNOWLEDGE AND ABILITIES

- Bachelor's degree in Accounting, Business Administration or related field plus three to five years of non-profit accounting
- A minimum of one year of experience in payroll processing
- Proficiency with Paylocity and MIP Fund Accounting applications
- Experience working with and/or sensitivity to persons with disabilities and from multi-ethnic communities.

Salary and Benefits: The annual salary range is \$60,000-\$72,000, depending on education and relevant experience.

DRM offers a generous benefits package which includes excellent medical insurance, employer-paid dental, prescription, vision, life, and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity with generous employer contributions, and opportunities for telecommuting policy.

DRM offers employee reimbursement for some or all of the cost of spouse or partner-paid health insurance premiums up to an established maximum amount.

DRM also offers generous paid time off, including vacation, holidays, sick time, and more.

While DRM can offer some flexibility in hours, days, and location of work, generally work hours are Monday through Friday, 9 am to 5 pm. Remote work must be conducted within the State of MD. Occasional evenings and weekend work may be required. This announcement can also be found at <https://disabilityrightsmd.org/careers> .

About Us:

Disability Rights Maryland (DRM), a private, non-profit law firm, is a leader in disability rights and the Congressionally mandated Protection and Advocacy organization for individuals with disabilities in Maryland. We provide free legal services and advocacy to persons with disabilities in Maryland. DRM envisions a world where people with disabilities are fully included in all aspects of community life.

To Apply:

E-mail resume and cover letter to Jobs@DisabilityRightsMD.org with “**Accountant**” in the subject line.

Applications will be reviewed on a rolling basis. Positions remain open until filled with priority given to applications received before **July 24, 2026**.

We are looking for thoughtful, personalized cover letters that demonstrate the applicant’s qualifications, work style and interest in being part of a team working to advance the civil rights of persons with disabilities in Maryland.

DRM is an equal opportunity employer. All qualified applicants are encouraged to apply.

Direct applicants only, no recruiters or staffing agencies.