

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 and bi-weekly payroll processing. Additional job duties include journal entries, assisting with accounting and reporting for federal and non-federal grants, month-end financial reports, 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
- Filing and updating vendor records
- Processing check runs
- 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 account, 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 the Paylocity 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 to benefits if Human Resource staff is unavailable
- 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

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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
- Assisting with preparation of audit work schedules for annual audit
- Assisting with annual budget preparation
- Assisting with monthly or quarterly financial statements
- General ledger account reconciliation analysis

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.

QUALIFICATIONS

- Bachelor's degree in Accounting plus three to five years of non-profit accounting is preferred. A combination of relevant experience and education may be substituted for education requirements.
- A minimum of one year of experience in accounts payable and payroll processing
- Proficient knowledge of accounting software, budgeting software and Microsoft Office is required, to include Microsoft Excel.
- 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.
- Experience working with and/or sensitivity to persons with disabilities and from multi-ethnic communities.

Individuals with disabilities, people of color, LGBTQIA+ individuals and others who contribute to staff diversity are especially encouraged to apply. DRM is an Equal Opportunity Employer.

The salary range for this position is \$50,000 to \$65,000, depending on education and experience. Benefits package is highly competitive with other Maryland public interest organizations.

E-Mail cover letter with salary requirements, resume and 3 references to: jobs@disabilityrightsmd.org with "Accountant" in the subject line.

This position was announced April 11, 2022 and will remain open until filled. Priority will be given to applications received by April 22nd.

Please direct applicants only, no recruiters or staffing agencies.