

# **Sickle Cell Disease Association of America, Inc.**

## **Staff Accountant**

The Sickle Cell Disease Association of America, Inc. (SCDAA) is a national nonprofit professional association with membership across the US, whose mission is to advocate for people affected by sickle cell conditions and empower community-based organizations to maximize quality of life and raise public consciousness while advancing the search for a universal cure.

The full-time position of Staff Accountant supports the Accounting and Finance Department. This position reports to the CFO and is based in the SCDAA National Office located in Hanover, MD. The organization works a hybrid schedule of both in office and telework. Duties and responsibilities will include:

### **Accounts Payable**

- Process vendor invoices, check requests and prepare payments via ACH as required.
- Maintain the vendor file including the Tax ID information (W9 1099 status for all vendors).
- Reconcile the General Ledger Accounts Payable balance with the Accounts Payable sub ledger and Vendor Aging report.
- Maintain AP related forms and update as needed due to changes in the chart of accounts or accounting codes.
- Prepare monthly bank reconciliations, for review.

### **Accounts Receivable**

- Create Customer invoices for dues, registrations, and miscellaneous items.
- Record and apply donation transactions.

### **Payroll**

- Enter employee information into the payroll system and process payroll on the scheduled dates.
- Review payroll reports to verify that the payroll is accurate.
- Prepare journal entries to record all payroll related activity.
- Setup, process and monitor all payments to payroll related vendors and tax agencies in a timely and accurate manner.
- Reconcile all relevant GL account balances with payroll and related reports. Ensure that all balance sheet and expense accounts match the payroll reports and create subsidiary Excel schedules when needed.

### **Journal Entries**

- Obtain the necessary transaction source for all revenue related entries (cash based) and prepare the required journal entries.

### **Cash Management**

- Monitor cash accounts and request transfers necessary to ensure that payroll and operating accounts are appropriately funded.
- Assist in the preparation of the monthly bank reconciliations, as needed.

### **Additional**

- Work with the Chief Financial Officer on the annual audit and annual tax return.
- Ability to work with and maintain confidential and sensitive information.
- Collaborate with management on other accounting and finance related tasks and assignments as needed to support organizational growth.

### **Qualifications**

- BA Degree in Finance or Accounting required.
- At least 3 - 5 years of professional experience working in a Finance and/or Accounting Department
- Experience working with a non-profit organization preferred.
- Experience working with grants management accounting (i.e. federal, state, foundation, etc.) preferred.

Individuals with demonstrated experience should forward their resume and a cover letter to [Info@sicklecelldisease.org](mailto:Info@sicklecelldisease.org) and reference “Staff Accountant.”