



Accountant

Position Number: A.0321

Cancer Research And Biostatistics (CRAB) is a non-profit organization whose purpose is to help conquer cancer. The tools and expertise we bring to clinical trials development include biostatistical principles, oncology clinical trials expertise, data management and monitoring capabilities, electronic data capture solutions, education, support, and training.

Position Summary:

The Accountant, under supervision of the Director of Finance, will be responsible for a variety of ongoing accounting functions as well as being a member of the team developing new or improved accounting procedures.

Primary Duties and Responsibilities:

- Prepares monthly reconciliation of assigned balance sheet accounts, assists in resolution of reconciling items
- Reviews and posts entries prepared by Director
- Prepares and tracks AR invoicing activities, creates invoices in Excel and enters batches in the accounting program for review and posting by the Director
- Sends invoices to customers, whether through USPS, e-mail, or customer payment systems; sets up CRAB within those systems as needed
- Maintains customer list in accounting program
- Maintains hours tracking system for all projects
- Maintains tracking system for Flexible Spending Accounts: prepares monthly reconciliation by plan year, balances at plan year-end and fiscal year-end; prepares Journal Voucher (JV) for required adjustments and enters in accounting program
- Prepares monthly invoice summaries for various projects
- Enters cash receipts and disbursements into accounting program
- Prepares and processes City and State B&O tax and Sales/Use tax filing requirements and payments, creates and enters JVs to record transactions
- Maintains and balances prepaid maintenance and software licensing tracking system
- Prepares and enters monthly JVs for prepaid maintenance and software licensing expenses and reconciles prepaid GL account
- Prepares and enters JVs for banking transactions
- Assists with A/P processing when necessary
- Prepares monthly and yearly employee Paid Time Off reconciliations and enters any adjusting JVs as needed
- Prepares monthly bus pass expense JVs
- Monitors aged receivables
- Prepares assigned year-end account reconciliations
- Assists in year-end accruals
- Enters budgets on Excel invoices
- Assists in training accounting staff on procedures when necessary
- Assists Director of Finance in the preparation of financial statements and reports and in preparation of the audit schedule
- Works with CFO, Director of Finance, and other accounting staff on special projects and reports
- Performs other duties as assigned

Required Qualifications:

- Bachelor's degree in accounting or related degree or equivalent 4 years of accounting experience
- 5 years of experience as an accountant
- Proficiency in accounting programs, MS Word and Excel
- Ability to maintain confidential information

Desired Knowledge, Skills and Abilities:

- Ability to perform all duties within established deadlines with a high level of accuracy
- Understands accounting related to federal grants and contracts, preferred
- Familiarity with accounting programs, preferred
- Ability to work in a team environment
- Possesses strong multitasking skills
- Flexible and can adapt easily to shifting priorities
- Good communication skills and professional attitude
- Highly detail oriented
- Ability to work independently
- Spanish language skills a plus

This is a full-time position and is Exempt from state and federal overtime regulations.
Employment authorization is required.
Travel/relocation expenses will not be provided for this position.
CRAB is an Equal Opportunity Employer.

In your cover letter, describe how your skills and experience match the qualifications for the position.

To apply, submit resume and cover letter with position number via mail, fax or email to:

Cancer Research And Biostatistics
Attn: Hiring Coordinator
1505 Westlake Ave N, Suite 750
Seattle, WA 98109-6244
Fax: (206) 342-1689
crabjobs@crab.org

Posting Date: March 12, 2021

Closing Date: Open until filled