



Accounting Manager

Position Number: AM.0124

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 Accounting Manager is responsible for the oversight of CRAB's accounting systems and records and the staff members who have responsibility over Payroll, Accounts Payable, and Accounts Receivable; and represents the accounting department to internal and external parties. Additional responsibilities include managing the annual financial and retirement plan audits, 990 tax preparation, plus certain budgeting and financial reporting activities as defined below. The Accounting Manager reports to the Chief Financial Officer and works closely with all Officers on facets of accounting, budgeting and financial management.

Primary Duties and Responsibilities:

- Manages, oversees, and maintains the accounting system and General Ledger, including the generation of revenue source codes, G/L codes and A/P codes, and manages the month-end and year-end closing process; ensuring compliance with appropriate GAAP standards and regulatory requirements
- Maintains internal control and safeguards for receipt of revenue, costs, program budgets and actual expenditures
- Reviews and approves all entries into the accounting system – A/P batches, A/R batches and invoices, CD JV, CR, and PR - for correctness, and accuracy
- Manages liability, investment and bank account reconciliations
- Analyzes internal accounting processes, making recommendations and implementing procedural, policy or system changes to improve operations while maintaining compliance and internal control
- Resolves complex accounting issues
- Acts as the accounting department liaison to internal and external parties
- Acts as liaison with auditors, taking the lead in managing and participating in the annual financial audit and the Form 990 tax preparation, retirement plan audits, managing the preparation of all supporting audit schedules, and reviewing prepared 941 and excise tax reports
- Assists in the preparation of indirect cost rate proposals
- Assists in preparation of the annual operating budget
- Provides regular financial reporting on grant expenditures relative to budgets
- Provides ad hoc reporting and/or analysis as requested by the CFO and other Officers
- Performs other duties and tasks as related and assigned by CFO

Required Qualifications:

- Bachelor's degree on accounting, finance or related field
- Minimum five years of accounting management experience
- Minimum three years of federal government grant accounting experience
- Minimum three years of experience supervising accounting staff
- Comprehensive experience and knowledge in financial GAAP and managing audits

- Strong attention to detail
- Excellent time-management, organizational and problem-solving skills
- Excellent verbal and written communication skills
- Ability to interact positively with all levels of staff and external contacts
- Strong team leadership and management skills
- Experience with accounting software package or ERP
- Proficient with Microsoft Office

Desired Knowledge, Skills and Abilities:

- Ability to create, interpret and present a variety of financial reports
- Budgeting experience
- Non-profit accounting experience
- CPA or Master's Degree in accounting
- Working knowledge of MIP (Abila Fund Accounting software)
- Experience in systems software and service provider selection and implementing such systems and services
- Cancer medical terminology is helpful

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.

The salary range for this position is \$100,000 to \$115,000.

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:

Closing Date: