

Job Title: Junior Accountant

Status: Full Time, Non-Exempt

The Lymphoma Research Foundation (LRF) is the nation's largest non-profit organization devoted exclusively to funding innovative lymphoma research and providing people with lymphoma and healthcare professionals with up-to-date information about this type of cancer. LRF's mission is to eradicate lymphoma and serve those touched by this disease. To date, LRF has funded over \$54 million in lymphoma research.

Summary of Position: The LRF is seeking a talented and highly motivated accountant to contribute to and support the Foundation's financial processes. This position will report to the Senior Accounting Manager and be involved initially with several aspects of financial processes. This will be a great opportunity for the right candidate who is seeking a role that would permit him or her to broaden their skill set while having an opportunity to work with management to enhance and streamline financial operating processes.

Primary Responsibilities:

Processing daily- deposits, credit cards, and recording revenue transactions

Processing weekly- accounts payable and issuing checks

Preparation of weekly EFT batch

Preparation of monthly journal entries

Preparation of quarterly audit schedules

Performs account analysis for balance sheet accounts

Prepare and distribute 1099 miscellaneous forms to vendors

Provide the Fair Market Value (FMV) for donated stock gifts

Expense management

Capital assets management

Customer service/vendor service

Assist with special projections as needed

Qualifications

Bachelor's Degree in accounting

Preferably one to two years accounting experience including:

Accounts Payables

Financial reporting and preparation

Bank reconciliations

Strong excel skills and communication skills

Knowledge of Blackbaud's Financial Edge general ledger and Raiser's Edge database a plus

Not for profit accounting experience a plus

Self-starter with good interpersonal skills

Interested candidates are asked to send a cover letter, resume via e-mail to:

cflores@lymphoma.org with "Junior Accountant" in the subject line.

Please note that all applicants invited to participate in the interview process will also be required to complete an application and are subject to a background check.