

Position Description for Staff Accountant

Summary of Position

The Lieber Institute, a growing leading edge medical research organization located on Johns Hopkins Medical campus in Baltimore, MD seeks to add an energetic and capable Staff Accountant to its high performance finance team. This is a great opportunity to contribute, learn, and develop in your career as an accounting professional.

The Staff Accountant formally reports to the Controller, while providing significant assistance to the Accounting Manager. The position's key responsibilities include assisting with the monthly financial close, assuring the accuracy of the general ledger, and preparing and posting AR/Revenue and general ledger journal entries. Further details of the position are as follows:

Primary Responsibilities

Under the supervision of the Controller, the Staff Accountant's primary responsibilities will include the following:

- Play a key role in the monthly financial closing process, ensuring that closing financial transactions are recorded accurately and timely.
- Prepare and/or review period-end general ledger account reconciliations.
- Identify, prepare, and propose required adjusting general journal entries.
- Support the grants financial management processes within the accounting system: setting up new grants, executing financial reporting, and providing variance-to-budget analysis.
- Execute client invoicing and A/R management; prepare and/or review revenue-related journal entries.
- Participate with preparing for and completing the annual Financial Statements Audits.
- Support the Finance Department's planning and implementation of a Purchasing function.
- Assist with other finance-led projects such as internal fixed asset physical audit, new system implementations, and existing system upgrades.
- Assist with preparing for and completing the annual audit of financial statements.
- Assist with the organization's annual budget and monthly internal financial reporting.

Desired Skills and Experience:

- Undergraduate degree in Accounting or related field
- Minimum of 1 year related experience is required
- Experience with reconciling general ledger accounts to sub-ledgers and other supporting documents, and, preparing required adjusting journal entries
- Experience with financial reporting and budgeting
- Ability to communicate with business unit operators at all levels of the organization
- Ability to understand accounting theory and consistently apply GAAP
- Proficiency with MS Excel; working knowledge of other Microsoft Office applications

- Experience with an ERP Accounting System; familiarity with Microsoft Dynamics NAV or Serenic Navigator a plus
- Excellent organizational skills and written and oral communication abilities
- Ability to multi-task effectively and efficiently and operate in a deadline driven environment
- Positive attitude, ability to interact with personnel of diverse backgrounds
- Creative mind with initiative, self-motivation, and drive to succeed

Why you should work for us:

The Lieber Institute understands that attracting the highest caliber talent means offering an exciting job, excellent compensation and benefits, and a state of the art location. In order to attract a diverse group of talented, motivated, and innovative professionals, we offer benefits and resources designed to support you in creating the life and work style that brings your best to you, your family, and the Institute.

EEOC Statement: The Lieber Institute for Brain Development is proudly an equal employment opportunity and equal professional advancement employer. Employment decisions at the Lieber Institute for Brain Development are based on merit, qualifications, and abilities. It is our policy that the Lieber Institute does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.

To Apply:

Please send your resume and cover letter to jobs@libd.org with "Staff Accountant" in the Subject Line.