

A little about us:

The Lieber Institute for Brain Development (LIBD) was conceived from the realization that a new approach is needed to fully exploit the unprecedented opportunities to accomplish the critical goal of helping affected individuals and their families. The LIBD aims to transform the research landscape in two ways: by providing new tools for scientific discovery and by developing new collaborative approaches to achieve our ambitious mission.

The mission of the Lieber Institute for Brain Development is to translate the understanding of basic genetic and molecular mechanisms of schizophrenia and related developmental brain disorders into clinical advances that change the lives of affected individuals.

Job Summary:

Under the supervision and direction of the Controller, the Accounts Payable (A/P) Staff Accountant executes all day-to-day Accounts Payable activities for the Finance Department. The Staff Accountant is responsible for processing and recording all accounts payable transactions, invoices and staff reimbursements ensuring they are paid accurately and in accordance with the organization's policies and procedures. The position reports to the Controller.

Overview of Duties:

The position responsibilities include but are not limited to the following:

- Process and record all accounts payable transactions
- Process all Purchase Order (PO) requests with coding and proper management approvals
- Review and process employees' expense reimbursement reports. Coordinate with employees to make any needed corrections
- Execute weekly check runs and wire payments, prepare A/P payment packages for CFO's review
- Process and deposit all checks received from customers, donors, and vendors
- Update and maintain monthly Open Purchase Order report, and prepare vendor A/P accrual entries
- Complete assigned monthly A/P Close tasks on a timely basis
- Support year-end audit work, including compiling and organizing auditor requested A/P documents, answering audit inquiries, facilitating requests, and assisting in the preparation and finalization of financial reports
- Process daily mail, date stamp and distribute as necessary
- Assist the Controller with any additional duties as necessary

Professional and Education Requirements:

-Undergraduate degree in Accounting, Finance, or related field is required

-A minimum of one year accounting and/or finance experience is required. Three or more years is preferred. **Additional related experience may substitute for required education.**

-Previous experience with non-profit accounting a plus

- Must have outstanding organizational skills, excellent analytical and troubleshooting skills as well as keen attention to detail and diligent work ethic

- Proficiency in Microsoft Office (Word, Power Point, particularly Excel) is required

- Team player with an ability to collaborate effectively with other departments within the organization

- Demonstrate a proficient level of professional skill and/or knowledge in accounting.

-Knowledge and ability to use applicable information technology systems to meet work needs

To Apply:

Interested applicants should submit their resume and cover letter to: jobs@libd.org with the subject line "Staff Accountant (A/P)"

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.