



Title: **Accountant**

Date: September 2021

Reports To: Vice President, Finance & Admin/CFO

MISSION

Can Do Multiple Sclerosis transforms lives! We deliver health and wellness education programs on exercise, nutrition, symptom management, and motivation to help families with MS thrive.

POSITION SUMMARY

Reporting to the VP Finance/CFO and serving as an integral member of the leadership team, the Accountant will be fully engaged in the accounting and administrative operations of Can Do Multiple Sclerosis. This position will be integral to daily cash management, policies & procedures, state registrations, and month end close. This is an outstanding opportunity for someone with financial operations and HR experience with a proven track record of creative problem-solving to join a fast-moving, mission-driven organization.

The ideal candidate will have 3 to 5 years of accounting systems experience, a degree in accounting and/or business administration, and live and work locally. Full benefits package available. Compensation commensurate with experience and expected to be in the \$50K to \$60k range.

DUTIES/RESPONSIBILITIES

- Be heavily involved in the annual budgeting and planning process and capable of administering and reviewing all financial plans and budgets.
- Prepare monthly and annual financial reporting materials and metrics.
- Analyze and present financial information and reports in an accurate and timely manner; clearly communicate monthly and annual financial statements and forecasts.
- Coordinate and manage the annual audit and tax filing process.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, participate in annual performance appraisals, and administer salary adjustments.
- Mentor and develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.
- Implement all business and accounting policies and procedures and update as necessary.
- Conduct and/or oversee all monthly account reconciliations including, but not limited to, grant accounting, cash accounts, accounts payable, payroll liabilities, and other cash-sensitive accounts.
- Manage vendor contracts.

- Maintain insurance needs, including but not limited to, general liability, directors & officer's and special events insurances.
- Support HR management functions, including periodic maintenance of employee handbook, insurance, H.S.A., and 403b savings plan.
- When necessary, establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
- Be integral to the organization's human resources and administrative functions, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Process company payroll twice monthly.
- Manage the accounts payable function.
- Assist in the compilation of information for quarterly Board of Director meetings.
- From time to time, liaise with IT contractors.
- Maintain all required state charitable registrations.
- Manage the physical office space, equipment, and supplies.
- Manage other duties related to finance, human resources, and operations as needed.

QUALIFICATIONS

- Bachelor's degree in finance, an MBA and/or CPA would be considered a plus.
- 3 to 5 years of experience in progressive accounting or finance roles, ideally in the nonprofit sector.
- Proven ability to be a team member.
- Working knowledge of Blackbaud Financial Edge, Raiser's Edge, Excel, PowerPoint, and Word.
- Ability to develop financial analyses and present findings orally and in concise written documentation.
- Commitment to training programs that maximize individual and organization goals across the organization, including best practices in human resources activities
- Personal qualities include maintaining a high level of confidentiality combined with integrity, credibility, and dedication.
- Demonstrated resourcefulness in setting priorities and creating new efficiencies.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with staff, leadership team, and the Board of Directors.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.

WORK ENVIRONMENT

- Exposure to a normal office environment, with occasional outside travel.

PHYSICAL DEMANDS

- May be required to lift boxes and other objects of various weights as part of job responsibilities.

COMPENSATION

- Full benefits package available. Compensation commensurate with experience and expected to be in the \$50K to \$60k range.

TO APPLY

Send the following application materials to Doug Baird at dbaird@CanDo-MS.org.

Incomplete submissions will not be considered.

- Cover letter
- Resume