

# Senior Staff Accountant

## COMPENSATION:

Based on experience. Position is full time. ARM offers a competitive benefits package.

## LOCATION & TRAVEL:

Washington, DC or remote; Must be able to work in the DC office at least one day per week; Some travel may be required.

## POSITION OVERVIEW:

Reporting directly to the VP of Finance & Operations the Senior Staff Accountant will be responsible for maintaining the general ledger in accordance with GAAP for the entire month-end close process from standard journal entries to financial statement preparation. Strong accounting skills, extensive experience with QuickBooks and exceptional organizational skills are a must. Some Event support which requires travel from one to three times a year.

## RESPONSIBILITIES:

### Accounting/Bookkeeping duties:

- Full charge of the general ledger monthly cycle from AP, check runs, A/R and month-end close.
- Review/process accounts payable invoices weekly.
- Manage/produce weekly vendor payments run to include paper checks, ACH and Wire Transfer utilizing Bill.com system.
- Manage/review/enter daily deposits to the accounting system.
- Maintain/update balance sheet reconciliations on a monthly basis.
- Maintain monthly accrual/depreciation schedules.
- Manage the month-end (financials statement) close.
- Prepare monthly financial statements and program statements as needed.
- Maintain electronic accounting files.
- Assist with the year-end audit as needed.
- Produce Year-end tax filings for 1099/1096.

### System(s):

- Assist with building/maintaining the Chart of Accounts for the accounting system so that divisional and Summary P&Ls can be accurately and efficiently produced directly in the accounting software report writer.
- Assist with the automation and integration of the daily deposit between the membership database and accounting software.

### Human Resources:

- Light HR duties to include maintaining Accrued Vacation and Sick leave schedules.
- Assist with semi-monthly payroll process as needed.
- Review, reconcile, and code employee expense reimbursements and process through payroll system

Event Support/Travel:

- Travel with staff to events to support the on-site registration function (from one to three times per year).

## **SKILLS & EXPERIENCE:**

The ideal candidate for the position will be highly organized, detail oriented, and have extensive experience working with QuickBooks/Accounting software in the association or nonprofit sector. Some experience with database management a plus.

ARM seeks candidates who are willing to do what it takes to get the job done. This is a great opportunity for a self-motivated, mature candidate that has ambition and high energy with experience the non-profit industry.

Willingness to learn and grow in the position. Have a “can-do” attitude.

- BS in Accounting or extensive, real-world experience in accounting is a MUST.
- Experience working in QuickBooks including report writing.
- Proficient in Excel and Word.
- Exposure to some database management functions, iMIS experience a plus
- Extremely organized and able to meet deadlines is highly desired.
- Experience in managing multiple functions and due dates is preferred

## **ABOUT THE ALLIANCE FOR REGENERATIVE MEDICINE**

The Alliance for Regenerative Medicine (ARM) is the leading international advocacy organization dedicated to realizing the promise of regenerative medicines and advanced therapies. ARM promotes legislative, regulatory, reimbursement and manufacturing initiatives to advance this innovative and transformative sector, which includes cell therapies, gene therapies and tissue-based therapies. Early products to market have demonstrated profound, durable and potentially curative benefits that are already helping thousands of patients worldwide, many of whom have no other viable treatment options. Hundreds of additional product candidates contribute to a robust pipeline of potentially life-changing regenerative medicines and advanced therapies. In its 12-year history, ARM has become the voice of the sector, representing the interests of 400+ members worldwide, including small and large companies, academic research institutions, major medical centers and patient groups. To learn more about ARM or to become a member, visit <http://www.alliancerm.org>.