

Staff Accountant

Position Announcement & Summary

The Mental Health Association of Maryland Inc., a non-profit 501(c)3 organization, is seeking a Staff Accountant to join its growing and evolving organization. This is an excellent opportunity for a mission focused accountant to maximize and strengthen the internal capacity of this high-impact organization. Reporting to the Finance Director, the Staff Accountant will be responsible for the Accounts Payable, Accounts Receivable, Payroll and other general accounting activities.

Duties and Responsibilities

- Assist with month end closing process including preparing journal entries
- Maintain and balance subsidiary accounts by verifying and reconciling transactions
- Research account variances and propose adjustments
- Maintain and own full cycle Accounts Payable process
- Process remote check deposits
- Prepare monthly Accounts Receivable entries and reconciliations
- Prepare bank reconciliations
- Support year-end financial statement and A133 audit process
- Process bi-weekly payroll using ADP Workforce Now
- Prepare and enter bi-weekly payroll journal entries to general ledger
- Reconcile quarterly IRS Form 941 and state unemployment taxes
- Complete annual Workman's Compensation Audit
- Maintain records and monitor financial information to ensure compliance with Generally Accepted Accounting Principles (GAAP) and conformity with established organization's policies.
- Adhere to the highest standards of confidentiality and integrity when dealing with sensitive data and systems
- Other duties as assigned by supervisor

Qualifications

- Bachelor's degree in accounting
- Minimum 3 years' experience in financial or cost accounting and knowledge of GAAP
- Experience within a nonprofit organization, preferred
- Initiative-taking and proactive; willing to take on new and challenging assignments
- Ability to multi-task and manage multiple critical functions in a changing and growing environment
- Strong observation skills and keen attention to detail, ability to audit work to identify issues and implement processes to prevent errors
- Excellent critical thinking skills with the ability to solve problems using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Demonstrated working style of active communication and collaboration with others who represent a wide range of experience, interests and needs
- Willingness to train non-financial staff on organization's financial processes
- In-depth knowledge of financial software applications, databases, spreadsheets, and word processing packages to include Microsoft Office. Experience with an ERP system, MIP Abila, Salesforce, and ADP preferred

Position Classification

- State of Maryland - Full Time, Exempt - Flexible Remote Work Eligible

MHAMD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws