

Immediate opening

ORGANIZATION: Carson Scholars Fund, Inc.

POSITION: Accountant

LOCATION: Towson, MD

REPORTS TO: Executive Director and Finance Committee

The Carson Scholars Fund, Inc. is a national nonprofit organization founded in 1994 by world-renowned pediatric neurosurgeon Dr. Benjamin Carson and his wife, Candy, to elevate academic achievement and increase reading in our schools. The Carson Scholars Fund supports two main initiatives: The Carson Scholars Program and The Ben Carson Reading Project. Our scholarship program recognizes and rewards students who have embraced high levels of academic excellence and community service with \$1,000 college scholarships. The Ben Carson Reading Project provides funding to schools to build and maintain Ben Carson Reading Rooms – warm, inviting rooms where children can discover the joy of independent leisure reading. Carson Scholar alumni are encouraged to apply.

Role Overview

The Carson Scholars Fund is seeking a part-time, highly motivated and detail-oriented Accountant. Reporting to the Executive Director, the Accountant, will be a key member of the team. The Accountant prepares monthly journal entries, reviews and reconciles accounts, implements processes, upholds compliance, performs variance analyses including forecasts and explanations for unusual trends, and provides a high standard of customer service. This position is part time.

Responsibilities

General Accounting

- Prepare and post monthly general journal entries including recording of in-kind services, grants receivable, expensing prepaid items, recognizing deferred revenue and other accruals, releasing of temporary restricted net assets, etc.
- Prepare monthly financial reports, including statement of financial position, statement of activities, and budget-to-actual reports and chapter statements.
- Prepare significant account reconciliations and summaries to ensure that transactions have been recorded accurately and completely; including accounts such as accounts receivable, grants receivable, prepaid expenses, fixed assets, accounts payable, accrued expenses, and interest accruals, etc. on a monthly basis.
- Maintain balance sheet accounts
- Assist with fixed asset management and depreciation schedule
- Manage day-to-day cash receipts and monthly receivable entries
- Prepare accounts receivable invoices
- Perform monthly bank reconciliations
- Assist with quarterly reports for Board Meetings
- Update compliance policies and procedures
- Support the Development team with budgeting, grant accounting and reconciliation requests in addition to proposals

- Assist with the year-end close and annual audit processes; including preparation of schedules and reconciliations required for the audit
- Review financial statements to ensure compliance with generally accepted accounting principles and address any technical issues with the auditors as necessary
- Assist in gathering information for the preparation of the federal Form 990 (prepared by auditors)
- Prepare the federal Forms 1096 and 1099
- Prepare personal property return
- Manage fundraising solicitation process
- Prepare additional financial reports required by Carson Scholar grantors, and the Board of Directors
- Attend Board of Directors and Finance Committee meetings as needed
- Other projects as assigned

Payroll/Benefits

- Prepare, review and reconcile payroll reports
- Prepare journal entries to be input into the accounting system

Accounts Payable

- Process accounts payable invoices, checks, and ACH transfers.
- Process cash receipts based on copies of checks received, deposit slips, and any other supporting documents
- Answer and resolve vendor account inquiries and reconciliations

Maintain corporate accounts

Qualifications/Skills

- Bachelor degree in accounting or related field
- Accounting experience preferable in a school or nonprofit organization
- Intermediate MS Excel skills
- Experience with QuickBooks is required
- Excellent organizational skills and a keen attention to detail
- Adherence to deadlines with or without direct supervision
- Demonstrated commitment to superior customer service
- Excellent communication skills
- Self-starter who takes initiative
- Strong time management skills

Compensation and Benefits: Compensation commensurate with experience and qualifications.

Statement of Non-Discrimination: The Carson Scholars Fund does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, nationality, or ethnicity.

Duties are illustrative and not inclusive. Individual assignments may vary.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all functions, physical demands and skills required of personnel so classified.

Candidates should submit a letter of interest, salary requirements, references and current resume to:

Amy Warner, Executive Director, awarner@carsonscholars.org