



Accountant

Part-Time / Exempt

Location: Houston, TX

Travel Expectation: Minimal

Report to: Director of Finance

The Kidney Cancer Association is looking for the newest member of our team. Established in 1990, The Kidney Cancer Association is the leading renal cell carcinoma advocacy organization, providing education, research, and advocacy to the medical community, patients, and caretakers. While having an established and reputable identity, the Kidney Cancer Association has recently launched new priorities under new leadership. The new era for the KCA contains ambitious goals, and this position is crucial in fulfilling those strategic objectives.

This candidate will be instrumental in taking the Kidney Cancer Association into the next phase of kidney cancer research. The Accountant is a member of the Finance team and reports directly to the Director of Finance (DOF). The Accountant is responsible for the full cycle accounting function.

Responsibilities

- Accounts Payable – ensuring bills are submitted, reviewed, approved, coded, and paid through Bill.com
- Cash Receipting – entering deposits received into the QuickBooks Online accounting system
- Payroll – process payroll through third-party payroll administrator (Insperity)
- Month-end Close
 - Enter journal entries – ensure accruals, prepaids, deferred revenue, reclasses, etc. are properly entered each month
 - Reconcile all Balance Sheet accounts
 - Reconcile bank statements
 - Prepare financial statements for review by DOF
 - Assist with budget vs actual variance analysis
- Track and assign revenues and expenses according to budgeted allocation methodology
- Prepare annual 1099 tax forms and assist with filing
- Assist with preparing annual budget
- Assist with completing 990 tax return

- Assist with annual audit
- Performs all other duties as assigned

Education and Experience Required

- Bachelor's degree in Accounting
- Minimum 3+ years experience, non-profit 501c3 accounting highly preferred
- MS Excel proficiency, intermediate or higher
- QuickBooks Online Advanced experience highly preferred
- Experience with Bill.com, Neon, Earth Class Mail a plus
- Excellent analytical and abstract reasoning skills
- Excellent organizational and time management skills
- Excellent written and verbal communication skills
- Excellent interpersonal skills with the ability to collaborate and work with all levels within the organization
- Person of strong moral character and integrity with the ability to maintain confidentiality

Knowledge and Skills

- An authentic passion for the KCA mission
- Ability to effectively communicate KCA's mission and vision to stakeholders
- High level of emotional intelligence and professional maturity
- Forward-looking thinker who actively seeks opportunities and proposes solutions
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proactive problem-solver leading to strong decision making with little to no guidance

Interested candidates should e-mail resume to careers@kidneycancer.org.