



## **Accountant**

**Full-Time / Exempt**

**Salary:** \$65,000 - \$75,000

**Location:** Houston, TX

**Travel Expectation:** Minimal

**Report to:** Chief Financial and Operating Officer

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 Chief Financial and Operating Officer (CFO/COO). The Accountant is responsible for the full cycle accounting function.

### **Responsibilities**

- Accounts Payable – ensuring bills are processed and paid in a timely manner through the appropriate system (Bill.com, corporate credit card, ACH, wire, etc.)
- Cash Receipting – entering deposits received into the QuickBooks Online Advanced 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 every month
  - Reconcile bank statements every month
  - Prepare financial statements for review by CFO
  - Assist with budget vs actual variance analysis
- Maintain QuickBooks sync with Bill.com, the bank, credit card, etc.
- Track revenues and expenses for projects, designated funds, etc.
- Prepare and file annual 1099 tax forms
- Prepare assigned schedules for annual audit
- Assist CFO with preparing annual budget
- Assist with completing 990 tax return
- 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 experience required
- Experience with Bill.com and Neon Donor CRM 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 submit resume to [careers@kidneycancer.org](mailto:careers@kidneycancer.org) with the subject line "Accountant Application - [Your Full Name]."**