



# Job Posting

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## Senior Accountant

### Who We Are

Founded in 1999, Maryland Coalition of Families (MCF) is a statewide nonprofit with a central office in Columbia, Md., and staff located in communities throughout the state. Using personal experience as parents, caregivers, youth and other loved ones, we connect, support and empower Maryland's families. Our staff provide one-to-one support to parents and caregivers of young people with mental health issues and to any loved one who cares for someone with a substance use or gambling issue. We also advocate to improve systems that impact individuals with behavioral health challenges.

### Overview

The Senior Accountant is responsible for overseeing and managing accounts payable, accounts receivable, monthly financial closing process, financial reporting, budget preparation and analysis, and other tasks assigned by the Chief Financial and Administrative Officer (CFAO).

### Essential Duties and Responsibilities

- Oversee accounts payable.
- Prepare and record cash payments.
- Prepare monthly accounts receivable billing.
- Manage large volume of grants including funder reporting and funder audits.
- Assists CFAO with budget preparation and budget modifications.
- Prepare account analysis, reconciliation of all general ledger and bank accounts.
- Manage the monthly closing process and prepare of monthly financial statements.
- Ensure accuracy and integrity of financial information.
- Prepare monthly budget vs actual reports and meets with management to review variances. Assist program staff in managing grant budgets.
- Use advanced Excel skills to create reports from QuickBooks for purposes of analysis, tracking expenses, etc.
- Manage cash flow and collection of accounts receivable balances.
- Oversees the preparation of annual 1099 forms.
- Assist CFAO in budget and Form 990 preparation.
- Assist with year-end closing and audits.
- Serve as a back-up to payroll function – process bi-weekly payroll; ensure accuracy of employee timesheets and grant allocations.
- Other related duties as assigned.

### Qualifications

- Bachelor's degree in accounting.
- A minimum of five (5) years accounting experience.
- Advanced proficiency in Excel is required.
- Experience with QuickBooks is preferred.
- Grant accounting in a complex environment required.
- Strong organizational, interpersonal, and problem-solving skills.

- Ability to work independently, anticipate issues and prioritize assignments.
- Flexibility to adapt to changing systems and processes.
- Current Maryland driver's license and access to own vehicle for various meetings/events.
- Successful completion of a background check (required for all MCF employees).

**Hours/Compensation**

- 40 hours per week
- Compensation – competitive salary and benefits package

**To apply**

To be considered for this position, submit your resume, along with a cover letter describing your interest in this position and your relevant experience. Apply on our website at [www.mdcoalition.org](http://www.mdcoalition.org).

Applications will be reviewed on a rolling basis. Please note that mailed or faxed resumes will not be considered. No phone calls please.

*Note: As Maryland's family support organization, MCF gives preference amongst equally qualified candidates to those who are primary caregivers of a youth, adolescent or young adult with behavioral health or substance use needs.*

**Diversity**

Maryland Coalition of Families is committed to hiring a diverse and talented workforce. We are an Equal Opportunity Employer – all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, marital status, national origin, veteran status or any other classification protected by applicable discrimination laws.