

**American Liver Foundation
Staff Accountant National Office.
New York City Location**

The American Liver Foundation (ALF) is the nation's leading non-profit organization promoting liver health and disease prevention. Its mission is to promote education, advocacy, support services and research for the prevention, treatment and cure of liver disease.

PRIMARY FUNCTION/PURPOSE:

Maintains the following general ledger accounts - Cash, Accounts Receivable and all Revenue accounts. Interacts with National and Division staff to resolve problems and solve deposit reporting issues.

MAJOR DUTIES AND RESPONSIBILITY:

1. Oversees the recording of revenue receipts (check, wire transfers and credit card donations) into the MIP accounting system. Reconciles monthly all bank statements and recommends entry to post items necessary to complete the reconciliation.
2. Interacts with National Office and Division staff on issues relating to bank deposit procedures, accounts receivable, credit card charges and monthly closings of revenue general ledger accounts.
3. Prepares and enters month end journal entry for credit card charges into the MIP accounting system.
4. Performs monthly account analysis of General Ledger accounts, as assigned.
5. Prepares Daily Cash reports and weekly summary of special events revenue.
6. Enters National Office and Division budgets and quarterly forecasts into MIP accounting system.
7. Assists in the preparation of the General Ledger and audit work papers for the year end audit.
8. Assists the Ass't Controller and other department staff in other areas as necessary.

Education:

Bachelor's degree in Accounting or Finance or the equivalent in education, training and experience.

Experience:

One or more years of experience in accounting. Prior experience in public accounting, nonprofit or private industry preferred.

Related Skills or Knowledge:

Candidates should have a good working knowledge of MS Word and MS Excel.

Must have experience in working with an electronic accounting package.

Excellent planning, budgeting and organizational skills.

Ability to handle multiple projects simultaneously while maintaining quality of work and attention to detail.

Ability to prioritize and organize activities while working within deadlines.

Work Environment:

This is a full-time position. Work office location is New York City.

Telecommuting is not an option. From time to time, historical papers will need to be boxed and sent to storage or shredded. Should be able to lift 20 pounds.

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The American Liver Foundation (ALF) will aspire to involve every segment of the community in every aspect of its work and will demonstrate its commitment to and accountability for an inclusive environment in which differences are recognized, respected, valued and celebrated.

Please send cover letter, resume, and salary requirements to David Ticker at dticker@liverfoundation.org.