**TITLE**: Accounting Assistant

**DATE:** 3/29/23

**STATUS**: Full-time, Exempt

**DIRECT SUPERVISOR:** Senior Accountant

**DIRECT SUPERVISION:** None

**ABOUT THE FOUNDATION:** A relentless force in finding a cure and improving the lives of people affected by scleroderma, the National Scleroderma Foundation advances medical research, promotes disease awareness, and provides support and education to people with scleroderma, their families and support networks. Supported by a network of thousands of individuals across the United States, the Foundation is the leading nonprofit funder of peer-reviewed research to discover the cause, understand the mechanisms, and overcome scleroderma forever. The Foundation embraces an intentional organizational culture in which everyone can share openly and engage authentically. National Scleroderma Foundation has been recognized for its commitment to financial transparency and reporting with six consecutive years of four-star ratings by Charity Navigator, and a platinum seal of approval by Candid. For an overview of the Foundation, click [here](https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:092c90f5-32f7-3fe6-b9cc-475f8cc53648) or visit the website at scleroderma.org.

**POSITION SUMMARY DESCRIPTION**:

**DUTIES & RESPONSIBILITIES**:

* Prepare, post, verify, and record donation payments.
* Reconcile deposit activity to bank account and G/L.
* Research and remedy variances to bank reconciliation.
* Assist Senior Accountant with other accounting tasks as needed.

**QUALIFICATIONS:**

* Proficient in Microsoft Office Suite or related software as well as other ERP skills.
* Excellent verbal and written communication skills.
* Ability to work independently and in a fast-paced environment.
* Excellent organizational skills and attention to detail.
* High school diploma or equivalent required, Associate or Bachelor’s degree in accounting preferred.
* One to three years of related experience required.

*The National Scleroderma Foundation seeks to promote gender equality and increase diversity, in all its forms. We know that our greatest strengths come from the people who make up our team. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. The Foundation complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities or conducts business. This is not a contract. The description and duties as they relate to this position are subject to change as reasonable business necessity dictates. In the event of such changes, a new job description may be created.*