Position Description

Title: Mid-Senior Level Accountant

Reports to: Director, Finance & Human Resources

FLSA Status: Exempt, Full-Time

Supervisory Responsibilities: N/A

POSITION SUMMARY:

This role performs daily accounting operations for The Sequoia Project and its affiliates. This is a mid-level position with opportunity for advancement at a rapidly growing organization. General accounting functions include inter-company accounting, accounts payable and accounts receivable processing (accrual basis), general ledger account reconciliation, and cash account reconciliations. This role will also assist the Director, Finance & HR with external audit and tax return preparation as needed.

This position requires a high level of independence, a self-starter who is highly motivated and detail oriented. The duties for this position may be performed at our Vienna, VA corporate office or remotely on a “work from home basis” in the Northern Virginia area.

Who is The Sequoia Project?

The Sequoia Project is a non-profit (501(c)(3) with a public service mission to advance the ability of health information technology systems to securely share health records to improve patient care and population health.

ESSENTIAL FUNCTIONS:

- Invoicing and accounts receivable processing.
- Bi-weekly payroll processing and accounting (approximately 18 employees) including journal entry preparation.
- Accounts payable processing utilizing Bill.com and Expensify.
- Accounting for monthly credit card activity.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Five - Seven years of full cycle accounting expertise required.
- Must be proficient in full operational accounting processes.
- Non-profit organization accounting experience strongly recommended.
- Must be proficient in using payroll systems such as ADP and Paychex. Experience with web-based time sheet systems a plus.
- Proficient with applications: Bill.com, Expensify, and Salesforce.
• Proficient in Excel, Word, PDF applications.

EDUCATION, TRAINING AND EXPERIENCE:

• BA/BS required (Degree in Accounting or Finance preferred).
• CPA desired, but not required as experience will be considered.
• Experience with Sage Intacct accounting software preferred.

PHYSICAL AND MENTAL REQUIREMENTS:

• Ability to work on a computer for extended periods of time.
• Ability to stand or sit for extended periods of time.
• Extended working hours and travel may be necessary.
• Ability to lift 15 to 20 lbs.

Interested individuals should send their resume/cover letter to HR@sequoiaproject.org for consideration.