



Job Announcement

Senior Accounting Clerk

The [National Disability Rights Network](#) (NDRN) is seeking a **Senior Accounting Clerk** to work with NDRN's Finance team to perform a variety of accounting and bookkeeping functions. The Senior Accounting Clerk will ensure complete and systematic accounting records of receipts and disbursements in the organization by performing complex clerical and bookkeeping tasks and applying generally accepted accounting principles in preparing and maintaining accounting records.

Who we are:

[NDRN](#) is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) for individuals with disabilities. P&As and CAPs are in all 50 states, the District of Columbia, and the U.S. territories, and there is a P&A and CAP affiliated with the American Indian Consortium in the Four Corners region. The P&A/CAP System is collectively the largest provider of legal services to persons with disabilities and are the leading experts on access to the vote for people with disabilities in the U.S.

NDRN provides training, technical assistance, and legal support to the P&A agencies and is also involved in legislative advocacy to create a society in which people with disabilities are afforded equal opportunity and are able to fully participate by exercising choice and self-determination.

Responsibilities:

- Assists with preparation of financial reports including, but not limited to, reports to funding sources, internal management, and Board of Directors.
- Maintains records of income and expenses in accordance with generally accepted accounting principles.

- Maintains employee time and attendance records and coordinates with payroll processing service to ensure accuracy of semi-monthly payroll.
- Process labor hours and import into accounting system (Jamis ERP)
- Manage renewal process and invoicing of member dues and subscriptions.
- Prepare monthly bank reconciliations.
- Prepare monthly general ledger schedules.
- Reviews accounts payable entries prepared by Accounts Payable Specialist
- Reviews accounts receivable entries prepared by Accounts Receivable Specialist
- Assist in preparation of documentation for annual audit.
- Assist with registration support during annual conference and other smaller meetings.

Required Qualifications:

- Bachelor's degree and/or experience equivalent to a four-year college degree in Accounting, Finance, or a related field
- Ability to work effectively in a fast-paced environment.
- Effective communication skills.
- Demonstrated interpersonal skills including, but not limited to, sensitivity to other people and the ability to work effectively in a team environment.
- Demonstrated proficiency with Microsoft Excel
- Experience with other Microsoft Office products (Word, Access)
- Other duties as assigned.

Preferred Qualifications:

- Experience with Jamis Prime ERP
- Experience with use of Pivot Tables

Location and Travel:

Location: Washington D.C.

NDRN follows a hybrid work structure where employees can work remotely or from the office, as needed, based on demands of specific tasks. Working from the office is encouraged, and may be required, when working on tasks that require a high degree of collaboration or in-person meetings.

The position requires occasional travel and occasional work on weekends.

Compensation and Benefits:

NDRN offers a competitive salary, based on experience. Benefits include health plan; Flexible Spending Account; transit and parking benefits; 403(b) retirement plan; paid vacation and sick leave, and at least ten paid holidays.

The **salary range** for this position is \$60,000 - \$70,000.

How To Apply:

Submit a cover letter and resume attention: Belinda Miller, Deputy Executive Director of Finance & Administration. See closing date below for more information on NDRN's dates for reviewing applications.

E-mail to: FinanceTeamPosition@ndrn.org (Subject: Senior Accounting Clerk, or

Mail to: 820 First Street, NE, Suite 740, Washington, DC 20002.

No phone calls please.

Closing date:

Candidates will be selected for consideration **on a rolling basis beginning**

on March 10, 2023.

No application will be considered after March 27, 2023.

Reasonable Accommodations:

NDRN provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us at hr@ndrn.org.

NDRN is an equal opportunity/affirmative action employer, and we prohibit discrimination and harassment of any kind. We celebrate diversity and are committed to creating an inclusive environment for all employees. Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Persons from diverse racial and ethnic backgrounds, and persons with disabilities are strongly encouraged to apply.