



**Title:** Staff Accountant  
**Department:** Finance  
**Key Areas:** Accounts Receivable, Accounting, Month End Close  
**Direct Report:** Senior Accounting Manager  
**Term of Employment:** Full-Time  
**Employee Category:** Non-Exempt  
**Exemption:** Administrative

### **About DKMS**

Get inspired by doing something that really matters and join our team of dedicated, caring people at DKMS. Every day, we help save lives by adding more potential donors to the bone marrow registry and connecting patients in need of a transplant with matching donors who can make it happen. Globally, we've registered more than 10.7 million potential donors, and over 87,000 of these have gone on to donate to patients. You'll be part of a growing international nonprofit where creativity, initiative, compassion, collaboration, and strategic thinking are rewarded as we work together to expand our reach, recruit more donors and help save more lives.

**Position Summary:** Responsible for providing management with financial information by researching and analyzing accounts; preparing month end close entries and accruals, performing bank reconciliations, and forecasting cash flow.

### **RESPONSIBILITIES:**

#### **ACCOUNTS RECEIVABLE COORDINATION (NMDP)**

- Manage Accounts Receivable from NMDP and Intercompany Income accruals in the General Ledger System.
- Perform weekly NMDP billing process in the accounting system, saves, formats and compress all of the invoices in order to be send out to costumers.
- Manage Denial request from NMDP pertaining to International Bone Marrow Transports.
- Compare Accounts Receivable and Payable for International Transport collections on a weekly basis and researches any differences.
- Prepare journal entries for management review and posting for Accounts Receivable invoices
- Obtain and manage contribution report from Braintree, CRM and PayPal.
- Ensures proper accounting coding and entry of the cash transactions and other donations.
- Prepare monthly corporate credit card entries and accruals
- Administrate Amex and Visa website, credit cards issues, log-ins and cancelations
- Reconcile and code Concur entries with the credit card statement
- Answers accounting and financial questions by researching and interpreting data.
- Prepare general ledger entries by maintaining records and files
- Manages revenue and medical expense accrual schedules
- Maintains the prepaid schedules for month end close



- Obtain, format and upload the payroll data in to the accounting system
- Create bank reconciliation tracking sheets for all of our bank accounts
- File and archive AR and journal entries documents
- Take a main part in the year-end audit, including preparation of accounting schedules and audit selections

### **CASH AND CONTRIBUTION RECEIPTS**

- Coordinates cash receipts tracking by opening the mail, donor drive boxes, and business reply mail, or by researching cash arriving via various websites like Blackbaud PayPal, and Facebook.
- Prepares daily bank deposit and deposits incoming donor donations. Provides corresponding management reporting to Development and Finance teams.
- Prepares donation income entries on daily basis.
- Prepare Contribution Reconciliation with other departments on a monthly basis, including special events donations.

### **GENERAL**

- Prepare journal entries for management review and posting for employee expense reimbursements, payroll, accounts receivable invoices, and cash transactions.
- Assist with month end close duties and interim/annual external financial reporting as required.
- Provide support for the annual external audit as required
- Administrate Bank Of America issues, including change of check signers, cash-pro and other admin related topics
- Other administrative duties may be required including, incoming/outgoing mail, filing and archiving, and other duties assigned

### **Requirements/Qualifications:**

- Bachelor Degree in Accounting
- SAP General Ledger experience highly desirable.
- Up to two years of experience
- Strong mathematical skills and understanding of completing reports
- Strong deadline oriented and time management skills
- Entrepreneurial spirit
- Very proactive work ethic with a follow-through attitude to complete tasks
- Problem solver with great attention to detail
- Ability to prioritize multiple tasks
- Professional and customer service oriented attitude
- Great organizational skills with attention to detail
- Strong written and verbal communication skills
- Proficiency with Microsoft Office Products, including Excel



Please send resumes to [dkmsrecruiting@dkms.org](mailto:dkmsrecruiting@dkms.org) and place “Staff Account” in the subject line.

*DKMS is proud to be an Equal Opportunity Employer and we encourage everyone who is interested in this position to apply. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other characteristics protected by state or federal law or local ordinance.*

*We are committed to finding reasonable accommodations for candidates with special needs or disabilities during our recruiting process. Please email us at [dkmsrecruiting@dkms.org](mailto:dkmsrecruiting@dkms.org) should you need any assistance.*