

Part-time Staff Accountant – Immediate Opening

SUMMARY

Retina Foundation of the Southwest is a non-profit vision research institute dedicated to preventing vision loss and restoring sight. We are seeking a part-time staff accountant to perform various accounting duties. This position reports directly to the Finance Director.

JOB RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO

- Maintaining the general ledger
- Accounts receivable, including generating and sending invoices
- Grants/contracts compliance
- Month-end close procedures
- Reconciling bank accounts
- Prepare monthly financial statements and analyses
- Assist with preparation of annual budget
- Prepare documentation for external auditors

JOB REQUIREMENTS

- Bachelor's degree in Accounting or related field
- 2 years' experience in general ledger accounting
- Knowledge of generally accepted accounting principles
- Proficiency in Microsoft Office Products (Excel and Word)
- Excellent attention to detail
- Ability to effectively and professionally communicate, both in writing and verbally
- Non-profit accounting experience a plus
- Blackbaud experience a plus

HOW TO APPLY

No phone calls please. Submit a resume and cover letter with salary expectations to Natalie Gilbert at ngilbert@retinafoundation.org.