

# **KEYSTONE SYMPOSIA**

## **Job Description**

### **Staff Accountant**

#### **SUMMARY**

Keystone Symposia is a local non-profit organization looking for a Staff Accountant to support our annual portfolio of ~55 scientific conferences across basic life science, biomedical and clinical research areas. This position tracks grant disbursements, ensures accurate accounting records of non-employee travel reimbursements, and assists in the maintenance of general ledger accounts, reporting and data analysis. Responsible for overseeing speaker expenses to include analysis, budget, reimbursements, exceptions, reconciliation, and reporting. Provides accounting support to several departments. Duties will include a variety of accounting tasks, including analysis. Computer proficiency required. This position will report to the Chief Financial Officer (CFO).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned:

- Provides oversight and coordination of the timely payment of speaker subsidies, scholarships and other stipends including the following:
  - Review monthly budget revisions for accuracy.
  - Evaluate future budget assumptions regarding travel costs.
  - Regularly reconcile balances of all subsidy payments to general ledger and available funding sources including government grants
- Provides internal financial reports and analysis for the speaker budget.
  - On a monthly basis, responsible for updating the Chief Financial Officer on the revised projected speaker subsidy expenses to include the total number of subsidized speakers.
  - Responsible for the reconciliation of speaker budgets.
  - Review meeting budgets each year to determine the average cost of a speaker originating from the US and from Non-US for the Development Department's data entry of in-kind amounts for industry speakers.
- Determines proposed speaker subsidy amounts following cost analysis, as well as BOD and SAB subsidies.
- Oversees speaker subsidy and in-kind lodging policies.
- Preparation of IRS tax reporting of disbursement by region for all non-employee reimbursements and in-kind benefits
- Responsible for staying current on government sanctions for incoming payments and outgoing reimbursements.
- Provide accounting support for the Enrichment Programs Manager by drafting budgets, providing financial analysis, providing internal financial reports, and advisement on the program.
- Drafting budgets for IT and Marketing in coordination with the Director, providing updates and other financial support as needed. Assist with review and reporting on marketing agreements.
- Coordinate, provide guidance and templates for budgeting for organizational wide travel.
- Program administrator for Chrome River and lead trainer for this system for employees.
- Provides essential assistance in the preparation of the annual audit.
- Assist the CFO in evaluating internal controls and formulating procedures for improvement.
- Reconciliation, Analysis, and Reporting Projects as Assigned.

#### **EDUCATION AND EXPERIENCE**

Bachelor's degree and three to five years related experience including data analysis. Experience in non-profit accounting is a plus.

#### **COMPENSATION**

The salary range for this position is \$73,300 - \$74,300 depending on experience. Keystone Symposia offers a generous benefits package including Health, Dental, and Vision insurance, paid holidays and vacation, 401K with company matching, etc.

To apply for this position, please send resume and cover letter to [careers@keystonesymposia.org](mailto:careers@keystonesymposia.org).