



ACCOUNTANT



Full time - Exempt



ABOUT NAF

Ataxia is a rare neurological disease affecting tens of thousands of people in the US and many thousands more around the world. It is progressive, affecting a person's ability to walk, talk, and use fine motor skills.

The National Ataxia Foundation (NAF) was established in 1957 to help persons with Ataxia and their families. Our mission is to accelerate the development of treatments and a cure while working to improve the lives of those living with Ataxia. NAF's vision of a world without Ataxia will be accomplished through our primary programs of funding Ataxia research, providing vital programs and services for Ataxia families, and partnering with pharmaceutical companies in the search for treatments and a cure. We work closely with the world's leading Ataxia researchers and clinicians, promoting exchanges of ideas and innovation in Ataxia discovery.

Company Profile

Location
Minneapolis, MN

Size
18 staff members

FY 2022 Revenue
\$6 million



VISION

A world without Ataxia.



MISSION

To accelerate the development of treatments and a cure while working to improve the lives of those living with Ataxia.

ENSURING THAT NO ONE EXPERIENCES ATAXIA ALONE, UNTIL NO ONE EXPERIENCES ATAXIA, PERIOD.





FISCAL YEAR 2022 HIGHLIGHTS

- **\$2.7M+** spent on research and drug development initiatives
- **\$500K+** spent on education and support programs
- **81% of our expenses directly support** the programs we offer
- **12 Ataxia research grants** awarded
- **415 local support group meetings** hosted
- **79 advocacy meetings** with members of Congress
- Funded **158 genetic counseling sessions** and **80 genetic tests**



WAYS WE FULFILL OUR MISSION





POSITION DETAILS



Accountant - Full time, Exempt

Reports to Finance Director

Starting Salary

\$60,000 to \$70,000

Position Summary

Responsible for for all core accounting functions including: A/P and A/R, payroll, maintaining the general ledger, journal entries, reconciliations, and assisting with the month-end close.

Our staff has the option of working remotely, with quarterly in-person collaboration days. This position will work in the office ½ day per week to pick up mail and process check deposits. They must also have reliable internet service at home for frequent Zoom meetings and use of cloud software. As the organization grows, there is room for this role to expand.

Benefits

- Medical, Dental and Vision Insurance
- Healthcare flexible spending accounts, FSA or HSA
- Employer-paid basic term life insurance
- Short-term and long-term disability
- Paid parental leave program
- Sick Leave, earn up to one day per month
- Vacation, 15 days per year (20 days after 5 years of service)
- 8 paid holidays plus annual office closure between Christmas and New Year's
- 401k with employer 5% match



Qualifications

Education & Professional Experience

The successful candidate will have a minimum of two years of accounting experience. Associate's or Bachelor's degree in accounting, or relevant employment experience is required.

EEOC Statement

NAF is committed to equal employment opportunity. We do not discriminate in recruitment, hiring, or any other employment practices for reasons of race, color, gender, religion, national origin, gender identity, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.



Special Skills or Knowledge

Proficient experience with Microsoft Office Suite and accounting software (NAF uses Quickbooks Online) is required. Must be skilled in Excel and have a strong aptitude for learning new software applications quickly. The ability to handle multiple tasks with attention to detail and accuracy is essential to this role.



Duties and Responsibilities

Accounting and Finance

- Perform daily accounting for donations and all other revenues.
- Prepare invoices as requested.
- Record accounts payable and pay bills once necessary approvals are made.
- Reconcile bank and credit card transactions daily into QBO.
- Prepare payroll and other monthly journal entries.
- Reconcile all balance sheets accounts for month-end close process.
- Provide support for annual audit and other accounting and finance projects.
- Request W9 forms for new vendors; prepare and issue 1099 forms annually.



Duties and Responsibilities (continued)

Check Deposits

- Collect NAF mail at Golden Valley post office at least once a week.
- Open mail, scan and distribute to appropriate NAF staff.
- Electronically deposit checks.

Human Resources and Payroll

- Maintain confidentiality with all personnel records in compliance with state and federal laws.
- Input semi-monthly payroll for review.

Other Duties

- There will be occasional travel, primarily related to our annual patient conference and possibly other research-related conferences.



How to Apply

Application Deadline: July 6, 2023

To apply, email your resume to Kyle Billadeau, Finance Director at kyle@ataxia.org.