



NOW HIRING: SENIOR ACCOUNTANT

About Life Science Cares

Life Science Cares activates the financial and human capital of the life sciences industry and partners with nonprofits to disrupt the cycle of poverty and inequality in our communities. We envision all of our neighbors having access to basic needs, access to education, and access to opportunity.

Life Science Cares was founded nearly nine years ago to combat poverty and the disparities that surround us. Through Life Science Cares we provide a platform for life science companies and their employees to efficiently invest their time and resources to reduce the burden of poverty. Working in partnership with community-based nonprofit organizations and other key stakeholders, we invest in and build programs to provide access to basic needs, access to education and access to opportunity.

Life Science Cares is an equal opportunity employer that supports and celebrates diversity. As such, we are committed to creating an inclusive environment for all employees, partners, and stakeholders. We believe our workplace and communities thrive when we actively promote Diversity, Equity, Inclusion, and Justice in all we do.

The Opportunity

If you're interested in working at a fast-growing nonprofit organization while harnessing the life science industry's resources to fight poverty, this is the opportunity for you. The Senior Accountant will be the organization's first dedicated internal accounting role. While many accounting functions are currently managed by an outsourced accounting team from a CPA firm, the Senior Accountant will assume key responsibilities while continuing to collaborate with the outsourced team on specific financial processes. This individual will play a pivotal role in enhancing financial operations, implementing streamlined workflows, and ensuring the organization remains well-positioned for sustainable growth and fiscal accountability.

Job Summary

The Senior Accountant will play a critical role in ensuring the financial health and operational efficiency of Life Science Cares, a mission-driven organization with an annual budget of \$10 million. Reporting to the Director of Operations, the Senior Accountant will be responsible for overseeing and performing all aspects of the organization's financial management processes and cycles, including, but not limited to, day-to-day accounting functions, monthly close responsibilities, account analyses, budgeting, financial



reporting, compliance with nonprofit accounting, and assistance with the annual financial audit and 990. The Senior Accountant will also ensure accurate and timely financial information is provided to leadership while adhering to grant and donor restrictions. This position requires a detail-oriented and proactive professional with a strong background in nonprofit financial accounting, a deep understanding of GAAP (Generally Accepted Accounting Principles), and experience with restricted and unrestricted fund accounting.

This position will be remote and will not be expected to report regularly to an office.

Key Responsibilities

Accounting and Financial Management

- Perform day-to-day accounting functions relating to cash receipts, cash disbursements, payroll, and bank reconciliations.
- Prepare monthly, quarterly, and annual financial statements, including the Statement of Financial Position (Balance Sheet), Statement of Activities (P&L), and Budget vs. Actual.
- Track spending under restrictions donations and grants, ensuring compliance with donor and grantor requirements for restricted funds.
- Work with Director of Operations to process payroll on a biweekly basis.
- Oversee and perform all aspects of general ledger management, including monthly and year-end journal entries, account reconciliations, and month-end close procedures.
- Perform a monthly reconciliation between donor management system and accounting software.

Budgeting and Reporting

- Assist in developing the annual organizational budgets in collaboration with the Director of Operations, Chief Executive Officer, Chief Development Officer and Executive Directors.
- Generate reports for the Board of Directors, Boards of Managers and other stakeholders highlighting financial performance against budget.

Compliance and Audits

- Ensure compliance with Generally Accepted Accounting Principles (GAAP) and non-profit specific accounting standards
- Coordinate with external auditors to facilitate annual financial audits.
- Assist with information for annual 990 filing.

Process Improvement and Technology

- Identify opportunities for improving financial processes and internal controls.
- Support the implementation and maintenance of accounting software and financial systems.
- Train and mentor staff on financial policies, procedures, and tools.



Qualifications

Required

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of 5-7 years of accounting experience, with at least 3 years in a nonprofit environment.
- Strong knowledge of nonprofit accounting principles
- Proficient in accrual basis accounting
- Ability to work across multiple teams, maintaining a consistent line of communication with staff
- Proficiency in accounting software (e.g., QuickBooks, NetSuite, or Blackbaud Financial Edge) and Microsoft Excel. The organization currently utilizes QuickBooks Online for its accounting software.
- Excellent analytical, organizational, and communication skills.

Preferred

- Experience managing finances for organizations with \$5–\$15 million budgets.
- Knowledge of donor management systems and integration with financial reporting systems.
- Experience working with auditors
- Experience with financial analysis and forecasting

Compensation & Benefits

The salary range for this role is \$80,000 - \$90,000 based on experience. Life Science Cares offers a comprehensive benefits package, including medical, dental and vision benefits, and 401(k) with employer match, as well as generous paid time off and flexible work schedules.

How to Apply

To apply, please submit a resume and cover letter outlining your qualifications and interest in the Senior Accountant position to recruiting@lifesciencecares.org. Applications will be reviewed on a rolling basis until the position is filled.

Life Science Cares is an equal opportunity employer and values diversity in its workforce.