



NATIONAL MEDICAL
FELLOWSHIPS

Job Title: Staff Accountant
Organization: National Medical Fellowships
Location: Hybrid, Alexandria, VA metro area
Reports to: VP of FI and Operations

NATIONAL MEDICAL FELLOWSHIPS, INC.

Staff Accountant

About NMF

One of the first diversity focused organizations in the United States, National Medical Fellowships (NMF), founded in 1946, is the nation's premier 501(c)(3) non-profit organization seeking to eliminate health care disparities by increasing the number of Black, Indigenous, and People of Color (BIPOC) physicians and other health care professions working to advance health equity.

NMF works to expand access to education in health care professions, strengthen partnerships with institutions providing this education, and increase a sense of belonging for BIPOC students by enhancing its financial, communal, and emotional support. NMF also offers resources for physicians and other providers already working in health care and seeks to increase diversity and welcome intentionally excluded communities to participate in clinical research. To ensure that clinical research findings benefit all populations, NMF works to increase the number of BIPOC researchers and investigators leading clinical trials and diversify participants in clinical research. In these ways, NMF unabashedly disrupts the systems and structures that erect barriers which impede talented and committed BIPOC students and providers from aiding communities made vulnerable by historic disinvestment and disenfranchisement.

Role Description

Reporting to the Vice President of Finance and Operations (VPFO), the Staff Accountant will assist the accounting team to confirm compliance with internal policies and accounting practices specific to the not-for-profit industry. This position is a hybrid role which requires an in-office presence two days a week. This position's core office and work hours are 9:00 AM - 5:00 PM Monday through Friday. In this role, the candidate will have the opportunity to work in most accounting cycles assisting NMF departments in their path to achieve success in these seven strategic pillars:

1. Build an Endowment for a Sustainable Future
2. Advance Thought Leadership
3. Engage in Impactful Policy Partnerships
4. Diversify Clinical Research
5. Launch a Robust Mentorship Network
6. Expand Focus to Include Behavioral Health
7. Develop a Strong and Comprehensive Student Pathway

Responsibilities

The Staff Accountant is responsible for maintaining financial records. The Staff Accountant's duties include confirming compliance with internal policies and accounting practices specific to the not-for-profit industry. In this role, the Staff Accountant is responsible for:

- Assisting the VPFO and outsourced accountants with the maintenance of the accounting subledgers (Accounts Payable, Accounts Receivable, Prepaid Expenses and Fixed Assets)
- Assisting the outsourced accountants in the preparation monthly cash and investments reconciliations
- Organizing financial records
- Assisting the VPFO in the preparation of management reports
- Gathering documentation requested by external auditors in collaboration of the Operations Manager
- Recommending ways to enhance efficiencies in accounting processes
- Communicating with vendors, scholars and employees to facilitate financial transactions
- Assist the Accounting and Finance office in special projects as needed

Qualifications:

- Bachelor's degree in accounting.
- 0-3 years of experience in performing accounting processes.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to work independently, manage time efficiently, and prioritize tasks.
- Flexibility to travel extensively as required.

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive benefits package includes health, dental, vision, other ancillary benefits, and retirement plans. Vacation, sick time, floating holidays, and winter closure are part of our time off offerings.
- Opportunity to make a meaningful impact by supporting underrepresented minority students in healthcare.

How to Apply:

Interested candidates should submit their resume, cover letter, and references to **humanresources@nmfonline.org** with the subject line of the job title.

National Medical Fellowships is an equal opportunity employer and welcomes candidates from diverse backgrounds to apply.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it.