

Bookkeeper / Staff Accountant

Location: Philadelphia, PA (Hybrid: 4 days in office, 1 day remote)

Organization: International Cancer Research Nonprofit

Join a mission-driven, cutting-edge biotech research nonprofit at the forefront of international cancer research. We are seeking a **full-time Bookkeeper / Staff Accountant** to work closely with our Director of Finance in overseeing accounting operations and learning the full scope of grant management. This role offers a clear pathway to transition into a **Grant Management Director** position.

What You'll Bring:

- Bachelor's degree in Accounting or Finance
- Strong background in multi-department general ledger accounting
- High proficiency in Excel and QuickBooks
- Exceptional attention to detail, strong organizational skills, and the ability to work independently
- A personable, collaborative attitude

Your Responsibilities:

- Manage all aspects of the general ledger, including bank reconciliations, accounts receivable, and accounts payable
- Oversee payment processes and maintain accurate financial records
- Learn and eventually manage all grant administration, including budgeting, expense tracking, and reporting for individual grants
- Collaborate with the Director of Finance to ensure compliance with all grant and accounting requirements

Compensation & Benefits:

- **Salary:** \$60,000 – \$75,000
- Hybrid schedule (4 days in office, 1 day remote)
- Health insurance coverage
- Significant opportunities for career growth within the organization

If you're passionate about using your accounting expertise to support groundbreaking cancer research, we'd love to hear from you.

To Apply: Send your CV to **Biomedtech36@gmail.com** with the subject line "Bookkeeper / Staff Accountant Application."