

**Job Title:** Staff Accountant (08-0383)

**Company:** University of Massachusetts Medical School

**Description:** At the University of Massachusetts Medical School, we take seriously our mission to serve the people of Massachusetts. We do this by achieving national distinction in health sciences education, research and public service. In the area of research, UMMS has achieved world-class status. Research is conducted in the laboratory, ambulatory clinic and at the bedside, contributing significantly to medical science and to the state's economy, as well as enhancing our ability to attract outstanding faculty members for all three schools. Extramural research funding totals over \$174 million, placing UMMS in the top 40 among the nation's medical schools in funding. We are also proud to have been awarded the Nobel Prize in Physiology or Medicine for 2006 for Craig C. Mello, PhD, and his colleague Andrew Fire, PhD, of Stanford University, for their discoveries related to RNA interference.

We offer highly competitive salaries based on experience and education. In addition, we offer an excellent benefits package including work/life balance programs consisting of meals-to-go, offsite UMass run day care centers, nursing mother rooms, lunchtime seminars and 3 dry cleaning drop off sites. Also, we offer state retirement, generous time off policies, 13 paid holidays, paid continuing education, health, dental and vision coverage.

As an equal opportunity and affirmative action employer, UMMS recognizes the power of a diverse community and encourages applications from individuals with varied experiences, perspectives and backgrounds.

**GENERAL SUMMARY OF POSITION:** Under the general direction of the Controller for the UMass Memorial Foundation, the senior accountant gathers financial data, prepares various financial analyses, assists with the preparation of financial statements for the Boards of the UMass Memorial Foundation and WFBR, makes sure that PeopleSoft and Millennium are reconciled, prepares drafts of the annual audited UMMF financial statements and prepares quarterly and annual reports for the UMass Trustees Development Committee.

### **Qualifications and Experience:**

#### **MINIMUM QUALIFICATIONS:**

- Equivalent to four-year degree in business administration, accounting or finance. Three years experience in financial accounting and reporting required.
- Excellent communication skills (oral and written) to work with senior staff in Development Office, external auditors and with financial staff in Medical School, UMass Foundation and UMMHC.
- Excellent understanding of accounting principles, internal controls and financial reporting.
- Demonstrated proficiency in preparing complex financial analyses
- Able to manage multiple priorities and meet deadlines
- Proficient user of computer software such as PeopleSoft, Excel and database software. Advanced Excel skills required.

**Contact:** Apply online using this address:

[https://www.jobs-umassmed.org/umm/jobboard/JobDetails.aspx?\\_ID=\\*1248506E9BF61520](https://www.jobs-umassmed.org/umm/jobboard/JobDetails.aspx?_ID=*1248506E9BF61520)

Resumes may also be mailed or faxed to: Human Resources, University of Massachusetts Medical School, 419 Belmont Street, Worcester, MA 01604, Fax: 508-856-2390. Please reference code 08-0383.