



**ACCOUNTANT
CORTEX INNOVATION COMMUNITY
ST. LOUIS, MISSOURI**

POSITION SUMMARY

The accountant position will be responsible for performing the general accounting and administrative functions required to support the work of Cortex.

CORTEX INNOVATION COMMUNITY

Founded in 2002 through a collaboration of Washington University in St. Louis, BJC Healthcare, the University of Missouri-St. Louis, Saint Louis University, and the Missouri Botanical Garden, the Cortex Innovation Community (CortexSTL.com) is a nationally and internationally recognized hub of innovation and technology commercialization. It serves as an anchor in St. Louis' growing ecosystem of innovative startups and established companies. Cited by the Brookings Institution as a Best Practice among global urban innovation districts, Cortex is home to over 400 technology-related businesses and organizations, and provides a deep pool of entrepreneurial support programs available to the entire St. Louis community. It is committed to growing urban technology jobs, generating new tax revenues for the City of St. Louis, and creating an inclusive innovation community that benefits all area residents. Cortex believes its success is of vital importance to the future growth and prosperity of the St. Louis region, and seeks a committed individual who shares this vision, wants to make a difference, and wants to be part of a transformative organization.

ORGANIZATIONAL RELATIONSHIP

The accountant will report to the Director of Finance

RESPONSIBILITIES

- Administering and processing accounts payable and accounts receivable to ensure accurate recording in the books and records;
- Preparing and processing checks in payment of organizational obligations;
- Preparing and issuing periodic invoices for revenue and reimbursement items as necessary;
- Processing payroll in conjunction with the organization's third party service provider and recording the resulting transactions;
- Reconciling individual accounts and preparing and posting journal entries as required;
- Maintaining supporting schedules that underlie various general ledger accounts;
- Performing cash management and bank reconciliations, including the movement of cash among various accounts;



- Working with team members at various Cortex external partners who provide subsidiary financial reports used in the preparation of consolidated reporting;
- Preparing timely and accurate monthly, quarterly, and annual financial reports as directed, including associated analysis that provides an effective means to understand the financial performance of the organization;
- Supporting the Director of Finance with various projects as assigned;
- Collaborating with outside accountants, partners and auditors;
- Participate in Anti-Bias/Anti-Racism Training; and
- Other duties as may be assigned by the Director of Finance.

SKILLS, ABILITIES AND ATTITUDE

- Good written and oral communication and interpersonal skills to interact within the organization, with partner organizations, with external professionals and other partners;
- The confirmed ability and willingness to roll-up sleeves and perform front-line work;
- Knowledge of finance, accounting, budgeting, and cost control principles, including Generally Accepted Accounting Principles;
- Knowledge of automated financial and accounting reporting systems;
- Strong organizational skills with attention to details;
- A strong working knowledge of MS Office applications (especially Excel) and small business accounting software;
- QuickBooks experience preferred;
- A passion for an impactful mission; and
- The ability to maintain a sense of humor at all times.

POSITION QUALIFICATIONS

- A Bachelor's Degree in accounting or finance.
- A minimum of 3-5 years previous experience, preferably including some public accounting experience.
- Cortex actively seeks to increase diversity of its workforce. Cortex is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

RESUME SUBMISSIONS

Please submit a letter of interest and resume to accountant@cortexstl.com.