St. Mary’s Center for Women and Children offers innovative and family-centered programs for women and children who have experienced trauma and are living in poverty. Placing families at the center of our efforts, St. Mary’s Center works in partnership with young women, many of them mothers, to break the intergenerational cycle of poverty and achieve lasting, powerful change by building their emotional well-being, educational achievements and economic independence.

Located in Uphams Corner in Dorchester, Massachusetts, St. Mary’s Center supports 600 women and children annually with shelter, clinical and educational services, job training, employment placement, and search for affordable permanent housing.

Reporting to the Vice President of Finance, the Senior Staff Accountant will be responsible for the full Accounts Payable cycle, Accounts Receivable, cash receipts, biweekly payroll processing, and contract billing and various journal entries. The Senior Accountant will record and reconcile employee benefits and assist the Vice President of Finance with the preparation of financial reports and budget forecasts as needed. The Senior Accountant will oversee and will provide support to the Staff Accountant.

ACCOUNTS PAYABLE

- In conjunction with staff accountant Prepare 1099 forms at year end.

CASH RECEIPTS

- Manage daily cash receipts and post into accounting system, to include applying the correct coding.
- Reconcile monthly cash account and file cash receipt documents.
- Report daily cash to Senior Management Team.
- Process all deposits and book within the accounting system.
- Prepare monthly reconciliations for all payment and receipt items.
- Manages petty cash and miscellaneous items.

ACCOUNTS RECEIVABLE
Review all contract billing vouchers for accuracy of calculations, adequacy of backup, compliance with contract terms and authorization and compliance with company policies, and government requirements.
Forward contract billing vouchers to the CEO/President for approval and signature.
Reconcile contract maximum obligation balances.
Prepare monthly invoicing and post into accounting system
Prepare monthly real estate invoices for tenant partners.
Prepare contract billing documentation and payment vouchers.

PAYROLL

Process all aspects of biweekly payroll
Process all pay-impacting transactions, including accruals in payroll/HRIS needed to ensure timely and accurate pay
Serve as primary point of contact for all staff inquiries regarding payroll issues, including banking, tax, or other issues affecting employees’ pay.
Liaise with program directors to ensure systems comprehension, educate and enforce timely and complete submission of all payroll-relevant data
Create and generate reports to assist program directors with monitoring payroll, including missed punches, attendance, earned time tracking, and other reports as needed.
Work closely with HR Director to ensure agency payroll is in compliance with all applicable wage and hour laws
Monitor efficacy of electronic timekeeping, payroll, and HRIS systems, and work with IT, VP of Finance, and Human Resources team to ensure systems meet agency needs, including working with software and hardware vendors to implement system upgrades and design reports further to improving the effectiveness of the payroll process
Following HR inputting new employee enrollment in the system, ensure all taxes, withholdings and deductions are accurate, timely, and reconcile to the General Ledger
Calculate and adjust earned time as needed, either in payroll or in response to specific transactions/employee events
Research and recommend changes to agency policies and procedures as needed to ensure best payroll practices are being observed.
Submit weekly overtime reports to the AVP of Compliance, Risk and Programs, and the SVP of Operations and Compliance.

OTHER

Prepare monthly bank reconciliations for Crossroads.
Reconcile payroll to the general ledger.
Reconcile the accounts payable sub-ledger to the general ledger.
Recognize and reconcile revenue and entries from the billing system.
Prepare and post various monthly journal entries.
Assist with month-end close process including preparation of monthly financial statements for VP Finance to review.
Provide assistance with annual budget preparation.
Provide payroll backup support to Staff Accountant.
Assist with yearly audit preparation.
Maintain records of assets, liabilities, profit and loss, tax liability, or other financial documents as needed.
Investigate budget and variance issues as needed.

**MINIMUM EDUCATION AND/OR EXPERIENCE**

- Bachelor’s degree required.
- Minimum of five (5) years of experience in nonprofit accounting, with strong work experience in A/P, A/R, billing and journal entries required.
- Experience with processing payroll.
- Ability to generate and interpret financial records and statements for management.
- Experience with assisting in the preparation of financial reports and budget forecasts.
- A commitment to equity, diversity and inclusion.

**NECESSARY SKILLS**

- Ability to maintain strict confidentiality in compliance with state and federal law.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Active problem-solver who listens for cues and actively resolves problems with integrity.
- Systems oriented, with technical skills and curiosity needed to ensure SMCWC is using good processes and procedures in all aspects of the Finance and Accounting function.
- Ability to plan and coordinate multiple projects simultaneously.
- Ability to meet deadlines, accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions.
- Ability to learn new duties and adjust to new situations encountered on the job within a reasonable amount of time.
- Physical Demands/Factors
  - Local travel may be required to Crossroads Family Shelter in East Boston.
  - Keyboard use, pulling drawers, lifting papers <10 lbs.
  - Frequently required to sit: stand; walk; use hands to fingers, handle or feel; and reach with hands and arm.

*Qualified applicants may submit a resume and cover letter via email attachments to jobs@stmaryscenterma.org.*