Job Title: Junior Accountant
Supervisor: Director of Administration & Finance
Hours: 35 hours/week (FT, non-union)
FLSA Status: Non-exempt
Salary: $55,837

Position Summary: CAAS receives the bulk of its funding from municipal, state and federal grants that require strict accounting and reporting procedures. The Junior Accountant conducts a variety of transactions related to accounts payable, accounts receivable, and payroll, within these parameters and within appropriate accounting guidelines.

Ideal candidate is detail-oriented, efficient and organized. Additionally, the candidate will have experience in accounting and payroll systems, be an excellent communicator with strong analytical and problem solving skills; as well as the ability to make well thought out decisions.

Primary Responsibilities:

Perform and maintain general ledger accounting functions including:

- Review vendor bills for accuracy, obtain approval and relevant documentation for processing;
- Accurately code expenses and revenue, in a timely manner, to appropriate General Ledger Account and Class;
- Prepare credit card statement packets with summary report and back-up detail for Board approval;
- Prepare A/R and A/P Reports and Journal Entries as needed;
- Assist with monthly and quarterly reconciliations, and funder financial reports;
- Research, track, and resolve accounting discrepancies.

Conduct all duties associated with bi-weekly payroll, including:

- Collect, enter and verify timekeeping information
- Audit payroll reports prior to transmission to ensure accuracy;
- Assist in the day-to-day operations of group benefit programs.
- Investigate and resolve payroll discrepancies

Additional finance duties include:

- Manage Petty Cash and Program Advances;
• Assist in organizational audit, quarterly reviews, and year-end audit preparation
• Open, date-stamp, and distribute daily Administration & Finance mail;
• Maintain compliance by adhering to recognized policies and procedures, and communicating procedural necessities to other staff members
• Perform other duties and special projects as assigned.

Skills and Qualifications:

• Associate’s Degree in finance, accounting, or business management (transcripts required);
• 2 years experience in accounting/finance office, preferably in a non-profit;
• Experience with QuickBooks and Bill.com or similar software preferred
• Experience with Check Writers or a similar payroll system;
• Excellent computer skills, including Microsoft Office, Google Docs
• Excellent follow-up and tracking skills;
• Ability to adhere to organization and funder procedures;
• Highly trustworthy, discreet and ethical;

Interested candidates should send cover letter, transcripts, and resumes to: jgrogan@caasomerville.org