



Job Description Temporary Staff Accountant

About the agency: FamilyAid Boston empowers parents and caregivers facing homelessness to secure and sustain housing and build foundations for their children's futures. Our dedicated, resourceful staff works in partnership with parents facing housing crises to develop safe, stable housing solutions that build on families' strengths and meet their unique needs.

FamilyAid Boston's programs include homelessness prevention, emergency shelter, and supportive affordable housing for parents and children at risk of or experiencing homelessness. Each family we work with receives comprehensive social services designed to help them build a foundation for long-term housing stability.

FamilyAid Boston is a supportive, collaborative, and diverse workplace where staff from various departments work together to achieve our mission. Agency leadership supports staff in their professional growth and maintaining work/life balance. We provide frequent opportunities for staff to build community outside of the typical workday. We offer competitive salaries, health and dental plans, 403b retirement, and a generous paid time off package.

Summary: The Staff Accountant maintains and updates employee and financial records for the company and is responsible for various accounting and business office tasks as assigned by management.

Under the supervision of the CFO, the Staff Accountant maintains the general ledger, ADP payroll accounting system and other financial records of FamilyAid Boston. Experience in management and accounting with sufficient knowledge, skills, and experience to accomplish necessary tasks of the position is required. Ensuring accounts payable processing is according to FAB policies and procedures. Works closely with other members of the management team to ensure compliance with imposed rules and regulations which are dictated by funding sources.

Essential Duties and Responsibilities:

- Reviews source documents such as, vouchers, invoices, cash receipts, and purchase orders for completeness and accuracy.
- Prepares monthly contract invoicing.
- Reconciles Accounts Payable periodically making sure that all individual accounts match with vendor's statements and with general ledger control accounts.
- Receives and reviews all timesheets for accuracy and completion.
- Work in ADP Payroll, Time and Attendance and Benefits Module.
- Processes payroll and maintains all payroll journals and tax payroll records.
- Reviews and approves payroll deductions. Interprets company policies affecting payroll procedures.
- Accounts for all sick leave, vacation, and personal time for all employees.
- Provides onboarding for new staff and enrolls staff in health, dental, life and other insurance and benefit providers.
- Manage employee benefits for existing and new employees and/or COBRA for terminated employees
- Responsible for CORI and SORI requests.

- Reconcile all bank accounts.
- Assists in the Annual Budget preparation.
- Provides compliance material for the interim and yearend audit.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Assists in the analyzing of financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers.
- Determines proper handling of financial transactions and approves transactions within designated limits.
- Monitors compliance with generally accepted accounting principles and company procedures. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Conducts studies and submits recommendations for improving the organization's accounting operation.
- Provides supervision for an accounting associate.

Education and/or Experience:

Bachelor's degree (B. A.) in Accounting; 2 - 4 years related experience. Strong understanding of accounting theory

Minimum Qualifications:

- Must possess a good understanding of Accounts Receivable, Accounts Payable, Payroll and financial statements preparation
- Must have experience with ADP and QuickBooks systems
- Proficient in Microsoft Excel, Word and Outlook preferred
- Manage employee benefits for existing and new employees and/or COBRA for terminated employees
- Ability to handle multiple tasks and requests
- Possess strong communication and customer service skills, and who works well with others
- Detail oriented individual who pays attention to the details
- Possess the ability to research, analyze and resolve disputed payment amounts.
- Able to work under minimal supervision.

Supervision: Reports to the CFO

Hours: Full-time, 40 hours per week. Monday – Friday, may be able to reduce hours to 30 hours per week.

Location: Position is based out of main office at 727 Atlantic Avenue, Boston, MA.

FamilyAid Boston is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.

If you are interested, please email a cover letter and resume by 3/1/19 to:

Human Resources
 FamilyAid Boston
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 Boston, MA 02111
 Email: hr@familyaidboston.org