Staff Accountant

FamilyAid Boston, the city’s largest human service agency solely focused on ending childhood and family homelessness, is seeking a Staff Accountant to work on accounts payables, accounts receivable, billings, ADP payroll as needed and special projects. The Accountant will play a key role by creating, updating, reviewing and maintaining accurate accounting records.

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 Accounting Manager, the Staff Accountant maintains the accounts payable and accounts receivable on the general ledger, will be the back-up for ADP payroll accounting system. 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. Works closely with the Accounting Assistant, reviewing all data entry to QuickBooks.

The successful candidate will have an Associates or bachelor’s degree in Accounting, with more than two years of successful experience in Accounting. Good understanding of accounts receivable, payable, payroll and financial statements preparation. Must have experience with ADP and QuickBooks systems. Proficient in Microsoft Excel, Word and Outlook preferred.

With a mission to empower parents facing homelessness to secure and sustain housing and build foundations for their children’s futures, FamilyAid is on a fast track to curb the region’s growing homelessness crisis. Its nationally recognized homelessness prevention, diversion, emergency shelter, and supportive affordable housing programs serve more than 2,000 children and parents each year. Under new executive leadership, the hundred-plus year-old agency has launched bold new strategies to reduce two-generation homelessness by dramatically increasing its prevention, housing and supportive services for children, putting the organization on a fast-growth trajectory.

FamilyAid Boston is dynamic, friendly, and diverse where results, professional growth and work/life balance are valued. We offer competitive salaries, contribute to employees’ health, dental and retirement plans, and provide generous paid time off. The agency 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.
Interested applicants should send a cover letter and resume to hr@familyaidboston.org. Applications will be reviewed on a rolling basis.