



## Staff Accountant

### **About us:**

The Massachusetts Service Alliance (MSA) builds a stronger social fabric in our communities through service and volunteerism. We are committed to increasing the number of people engaged in meaningful volunteer opportunities across Massachusetts that are both fulfilling for the volunteers and that meet critical needs in our community. Our mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity and impact and to invest public and private funds in community-based organizations in a fair and equitable manner.

Through our services we engage over 1,400 AmeriCorps and Commonwealth Corps members and thousands of volunteers annually, improving academic and social and emotional outcomes for 13,600 youth, maintaining over 400 acres of park and public lands and 92 miles of trails and rivers, and providing legal assistance to 4,475 low-income individuals.

We care passionately about community service and our employees.

### **Job Description Summary**

The Staff Accountant will have primary responsibility for the day-to-day accounting functions. The position covers a wide range of duties and requires someone with the ability to move among a number of areas throughout the day. The candidate will need to be analytical and have the capacity to see how the day-to-day fits in with the overall end product while understanding the reasoning behind the process. This is an excellent role for someone with a curious mind that likes to tackle complex issues who is interested in growing professionally.

### **Responsibilities**

#### *Accounts Payable*

- Process all vendor payments, ensuring charges are approved by proper staff. Allocate costs to various grants as directed, or by pre-approved formula.
- Review all requests from sub-grantees. Determine whether proper procedures have been followed and all required supporting documents have been provided. Review requests with Controller and Program Officers as issues are identified then obtain approvals for payment.
- Process payments to vendors and sub-grantees along with any credit card transactions.
- Oversee and maintain the accounts payable files.
- Oversee W-9 management & 1099 yearend tax reporting with help of the Controller.

#### *Payroll*

- Enter and process bi-weekly payroll. Review for accuracy, make adjustments as directed by Controller, and submit to the payroll company.
- Record payroll journal entries, ensuring proper allocation of employee costs to grants and program activities.

#### *Grant Funding and other A/R*

- Prepare all requests for drawdowns of federal grants and submit to Controller for approval. Process requests through government's Payment Management System.
- Record deposits received, including state funding, conference fees and sponsorships, and other related items.

#### *Cash Management*

- Monitor all bank balances and transactions
- Initiate ACH transfers as requested by the Controller
- Cash Forecasting

#### *Financial Reporting and Compliance*

- Prepare journal entries for depreciation, accrued payroll, and other month-end entries as directed by the Controller.
- Prepare reconciliations for credit cards and assigned general ledger accounts.
- Prepare periodic reports on grant funding and usage.
- Assist Controller with preparation of materials for year-end close and audit.
- Assist Controller with compliance testing of sub-grantee operations.

#### *Other*

- The ability to follow policies and procedures in order to practice proper internal controls.
- Projects as requested.
- Responsibilities maybe adjusted depending upon experience and skill set.

#### **Experience**

- Bachelor's degree in accounting with a minimum of 3-5 years of experience, preferably within a non-profit setting.
- Exposure to grant-funded organizations.
- Familiarity with month-end closing procedures and audit preparation.
- Advanced ability in Excel, knowledge of general ledger software, and professional writing skills required.

*The Massachusetts Service Alliance is committed to hiring practices that support the values of a diverse workplace and reflect the makeup of the Massachusetts communities it serves. MSA does not discriminate on the basis of race, creed, color, national origin, sex, secular preference, sexual orientation, marital status, age, political affiliation or religion, in accordance with non-discrimination requirements of applicable statutes. MSA welcomes applications from people with disabilities and will make reasonable accommodations upon request.*

**To apply, send a cover letter and resume to [jobs@mass-service.org](mailto:jobs@mass-service.org). Please include "Staff Accountant" in the subject heading.**

Applications will be considered on a rolling basis with **priority given to those received by Monday, February 12th , 2018**. All interested applicants are encouraged to apply as soon as possible.

For more information about the Massachusetts Service Alliance, please visit [www.mass-service.org](http://www.mass-service.org).