



July 8, 2024

STAFF ACCOUNTANT Administration Unit

Greater Boston Legal Services (GBLS) is an Affirmative Action / Equal Opportunity / Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.

For more than 100 years, **Greater Boston Legal Services (GBLS)** has been providing free civil legal assistance to low-income individuals in the Greater Boston area. GBLS seeks a full-time Staff Accountant with a minimum of one to two years of experience to support the accounting activities of the program. This position will require a Bachelor's degree in accounting, finance or related fields.

The Staff Accountant is an integral part of a five-member accounting team. Reporting to the Chief Financial Officer (CFO) and the Accounting Manager, the Staff Accountant's primary responsibilities will include fiscal management of grants and contracts, client trust activities, general ledger activities, and other finance-related tasks.

Primary Responsibilities will include but not limited to:

Accounts Payable duties:

- Reviews and audits invoices, statements and payment requests for appropriate documentation, accurate coding, proper approvals and compliance to corporate policies;
- Match invoices to purchase orders, check requests and assuring required approvals are present;
- Accurately classify all approved invoices to correct account number and funding source;
- Input all data in accounting software system and produce checks in payment of GBLS obligations;
- Provides payment inquiries and resolves related issues/matters efficiently regular and timely communication to internal and external customers regarding any disputes relating to unpaid invoices;
- Accurately applies cash to customers invoices, prepares correction journal entries;
- Responsible for keeping track of the outstanding check list;
- Review payments with CFO prior to release to maximize cash flow;
- Control, reconcile and issue checks to reimburse all units and special accounts;
- Prepare schedules as needed for account reconciliation and annual audit purposes;
- Prioritize demands, keep good paper trails and ensure confidentiality;
- Provide customer service within GBLS and to outside banks when verifying a check and vendors when an invoice is in question;
- Prepare Forms 1099 for checks run thru Accounts Payable;
- Process voids & stop payments on stale dated as well as lost checks.
- Maintain Accounts payable files;

Grants Billing:

- Prepares and submits billings for reimbursement from various grant funding sources;
- Verifies for accuracy to budget and completeness, signatures and assembly in accordance with reimbursing agency requirements;
- Provides information of billing activity to grant management staff and for budgeting;
- Performs grant close out and reconciliation related duties as required

General Accounting:

- Performs monthly bank reconciliations and submits to CFO for approval
- General ledger and subsidiary account analysis and audit work paper preparation;
- Supports the CFO on special projects as assigned;

Salary & Benefits

Starting salary range is \$56,000 to \$60,000 based on experience.

GBLS offers a full benefits package, including low-cost health insurance, 403b and Roth retirement contribution, and generous paid time off.

How to Apply

Candidates should submit a letter of interest, resume and list of references to the Human Resources Team via email at jobs@gbls.org. Please refer to Job Code: **ADMIN-ACCT** when applying for this position. Applications will be accepted until the position is filled, but applicants are encouraged to submit applications by **July 31, 2024**.

GBLS values diversity and encourages applicants from diverse backgrounds and experiences.