



May 12, 2025

## **Staff Accountant Administration Unit**

**Greater Boston Legal Services (GBLS) is committed to fair employment practices. We are proud to employ a staff with the cultural and linguistic competency to work within a variety of communities.**

Greater Boston Legal Services (GBLS) seeks a full-time Staff Accountant who is an integral part of a six-member accounting team. This position will report to the Chief Financial Officer (CFO) with primary responsibilities to include fiscal management of grants and contracts, accounts receivable, general ledger activities, and other finance-related tasks.

### **Accounts Receivable and Cash Receipts duties:**

- Preparing daily deposits;
- Responsible for entering grant bills, invoices and pledges into ERP system;
- Accurately applying payments to outstanding grant invoices, revenue accounts and prepares correction journal entries;
- Recording and allocating to revenue accounts of all online contribution and PAYPAL donation activity;
- Identifying and resolving discrepancies between customer payments and grant invoices;
- Reconciling accounts receivable with the general ledger;
- Preparing schedules as needed for account reconciliation;
- Maintaining accounts receivable and revenue financial files.

### **Grants Management duties:**

- Preparing and submitting monthly and quarterly billings to funders for reimbursement from various grant funding sources; insuring accuracy and completeness of backup materials; in accordance with reimbursing agency requirements;
- Reconciling grant activity budgets and grant billings to general ledger;
- Providing grant information of budget and billing activity to grant management staff; unit managers and funders;
- Preparing grant budgets and reports for funders as requested by development staff; and performing grant close out activities and reconciliation related duties as required;
- Accurately maintaining grant files and documentation.

### **General Accounting:**

- Preparing and record all monthly Group Health Insurance and FSA transactions;
- Responsible for reporting Abandoned Property;
- Preparing and recording all credit card activity;
- Provides General Ledger and subsidiary account analysis;
- Providing documentation and prepares schedules and reports for annual fiscal audits;
- Performing other duties as assigned by the Accounting Manager and the Chief Financial Officer.

**Qualifications/Experience/Attributes:**

A B.A./B.S. in Accounting or related program or equivalent combination of education and experience is required. This is an entry-level position for a candidate with some experience to support the accounting activities of the program. Candidate must have the ability to work harmoniously in a team environment, prioritize demands, keep good paper trails and ensure confidentiality. Candidate must be proficient in Microsoft Office suite (i.e. Word, PowerPoint, Excel, Word), and be comfortable learning new systems. Experience in a non-profit setting and contracts management of federal and state grants experience is highly desirable.

**Compensation and Benefits:** The pay range for this position is \$54,000 to \$58,000 based on experience level. This is a full time position with 35 working hours per week in a hybrid schedule, normally Monday through Friday, between 9:00 AM and 5:00 PM.

GBLS provides a generous benefits package that includes 98% employer paid medical, and 100% dental, life insurance; short- and long-term disability insurance; 13 paid holidays, 15 paid sick days, 4 weeks of vacation, 4 paid personal days per year, along with employer contribution to 403b retirement plan after 2 years of job retention.

Candidates should submit a cover letter and resume to the Human Resources Department, via e-mail at [jobs@gbls.org](mailto: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 apply by May 31, 2025.**

**At GBLS, we recognize our strength comes from the unique contributions of each team member. We invite candidates from all walks of life and backgrounds to apply.**