



November 5, 2016

### **Internal/External Posting**

### **Staff Accountant Position Administration**

Greater Boston Legal Services (GBLS) seeks a candidate to fill a Staff Accountant position in the Administration Unit. The staff accountant will work directly with the CFO as a member of a three staff accountant team supporting the organization in the following areas:

**General Accounting:** Verifies and post transactions to journals, ledger and other records. Handles balancing and reconciliations of sub account activity. Prepares analysis and audit work papers; **Accounts Payable:** Oversees all aspects of accounts payable Processes/posts a variety of accounting transactions such as invoices, payments, and expenses in accordance with department procedures. Maintains accounting files. Checks and verifies accounting data; enters data into computerized accounting system and uses system to research questions and generate reports. Interacts with program staff; **Client Trust:** Processes deposits, issues checks and submits reimbursement of client trust activity; provides client status reports to staff. Reconciles and maintains accurate records of client activity for reporting; **Grants Billing:** Processes and submits billings for reimbursement from various 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; and performs related duties as required.

Requirements include: A bachelor's degree in accounting/business plus one to three years of accounting experience. A people oriented personality is essential, excellent attention to detail, be able to multi-task, establish priorities and organize efficiently. Knowledge of excel, outlook, word and familiarity with accounting software is also essential. Nonprofit experience a plus.

GBLS is an AA/EO/Handicapped employer, committed to diversity in the workforce and regards differences as assets. The position is full time and salary is commensurate with experience. Generous benefits package, including 100% paid health and dental. Candidates should submit letter of interest and resume to: Sonia Marquez, Director of Human Resources via email at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to job code: **SA-Admin** when applying for this position. The application deadline is November 18, 2016 or until filled.