



**Fenway Community Development Corporation
Accounting Assistant - Job Description**

Fenway CDC seeks a reliable part-time Accounting Assistant. The ideal candidate will be capable of learning our systems quickly, be organized, have a strong attention to detail and good time management skills. The Accounting Assistant will report to the Director of Finance & Administration. This is a non-exempt position.

Responsibilities:

Accounts Payable

- Review check requests and invoices, enter for payment in accounting system and run checks
- Maintain accounts payable files
- Follow-up with staff and vendors as required to ensure all cash disbursements have proper back-up and authorization

Accounts Receivable

- Prepare deposit slips and make deposits at bank
- Record cash receipts in accounting system

Other accounting duties

- Provide support compiling documentation for:
 - grant/contract proposals and reporting
 - annual audit and tax filings
 - annual budgeting
- Scan, file and log accounting documents. Assist in maintenance of accounting archives.
- Performs related duties and projects as assigned

Organizational duties

- Provide general support at several Fenway CDC evening events per year attended by all staff such as (Fenway Ball, Annual Meeting, etc.)
- Participate in bi-weekly staff meetings

Qualifications:

- Available to work 12-16hr/week (2-3 days/week on Monday, Wednesday or Friday)
- 2+ years' accounting/bookkeeping experience or equivalent college level accounting education
- High school diploma/GED required
- Proficiency with Windows operating system and Microsoft Excel & Word
- Good written and oral communication skills

About Fenway CDC:

Fenway CDC works to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices.

Fenway CDC is a 501 (c) 3 non-profit. We have three program departments: Housing, Community Organizing & Planning, and Community Programs. Our volunteer board and eleven staff members work collaboratively to serve the neighborhood's low and moderate income residents. Learn more about us at www.fenwaycdc.org/.

**Fenway CDC is an equal opportunity employer.
Fenway residents and people from diverse backgrounds are encouraged to apply.**

Submit your cover letter and resume to: mreinstein@fenwaycdc.org