



STAFF ACCOUNTANT

PURPOSE

The Staff Accountant helps maintain the integrity of Just A Start's financial infrastructure and performs duties to help ensure that accurate, timely and reliable financial information is available for a variety of users.

KEY JOB RESPONSIBILITIES

- Perform accounting duties in connection with month-end closing process, including preparing journal entries, bank reconciliations and general ledger account reconciliations
- Support Grants & Contracts Manager by compiling documentation required for monthly and quarterly billings
- Prepare select analyses and reconciliations for annual external audit
- Assist with payroll upload into accounting system
- Verify, allocate and post cash receipts and other transactions
- Cross-train to serve as backup for accounts payable, credit card/expense report processing and annual 1099 processing
- Work on other projects as assigned

QUALIFICATIONS

- Bachelor's degree in accounting or related field
- Minimum 3 years of accounting experience (nonprofit experience preferred)
- Strong analytic and accounting skills with solid understanding of GAAP
- High level of proficiency in MS Excel
- Accounting software experience (e.g., Sage Intacct, Bill.com, Nexonia etc.) strongly preferred
- Very high degree of attention to detail
- Highly organized with excellent time management skills
- Integrity and an appreciation for confidentiality
- Strong oral and written communication skills
- Flexibility, sense of humor and team-oriented, customer-service mindset
- Positive, professional demeanor and ability to work in a fast-paced environment
- LGBTQIA+, BIPOC, or those with disabilities are strongly encouraged to consider how they may have developed the skills needed for success in ways other than via the means listed above

WORK REQUIREMENTS:

- This is a 37.5 hour per week position that is required to be in person at least 2 days per week at 430 Rindge Avenue, Cambridge.
- This position helps create and maintain a welcoming, caring, and learning culture. There will be opportunities to lead and/or participate in community-building efforts across the organization and

contribute to dialogues about and across differences in identity, and regarding cultural barriers, racial bias, and workplace norms and expectations.

- All employees and long-term consultants are required to be fully vaccinated and follow the organization's established protocols regarding COVID.

SALARY AND BENEFITS

This is a 37.5-hour per week hybrid remote/in-the-office position with a salary range of \$58,000-\$62,000.

In addition to a competitive salary, Just A Start offers a comprehensive benefits package, including medical insurance, dental insurance, short term disability insurance, long term disability insurance, life insurance, transportation benefits, early release at 2pm every Friday, 20 PTO days in the first year, 13 paid holidays, volunteer time off, employee assistance program and a 401k savings plan with a 3% employer contribution.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions and classrooms. The noise level in the work environment is moderate.

ABOUT JUST A START

Just A Start is an Equal Opportunity Employer. Our staff represents a wide range of ages, races, interests, and backgrounds coming together in pursuit of common goals. Together, we strive to provide an environment that values diversity and promotes an inclusive culture. Applications from women and candidates of color are strongly encouraged. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

APPLICATION PROCESS

Please provide a cover letter and resume for consideration.

[**APPLY HERE**](#)