**The Arc of the South Shore, Inc.**

**Job Posting**

**Position:** Staff Accountant (Full time Salaried/Exempt)

Department: Finance

Website: https://arcsouthshore.org

The Arc of the South Shore is a private nonprofit human service agency located in Weymouth, MA with revenue of $11M annually. The Arc of the South Shore is committed to empowering families and individuals of all ages with disabilities to reach their fullest potential. We achieve this by providing high-quality individualized services and opportunities that foster independence, community inclusion, and advocacy.   The Arc employs 210 full and part-time employees who provide an array of services and supports to approximately 2000 individuals with disabilities and their families who live on the south shore.

**Job Title:** Staff Accountant

**Job Classification:** Salaried/exempt; Full Time 40 hours/week

**Reports to:** Controller

**Supervisory Responsibilities**: None at present

**Primary & Essential Duties & Responsibilities:**

* Responsible for all aspects of Accounts Payable (vendor bills, expense & mileage reports) which includes GL coding, getting appropriate approvals, data entry into accounting system, cutting checks, getting signatures, and filing
* Ensure appropriate ledger coding for all deposits and expenses, and assign income and expenses to appropriate programs
* Make deposits and transfers at bank locations as needed
* Process daily checks using bank scanner
* Record all deposits in accounting system
* Process and record online deposits
* Reconcile petty cash disbursements in Excel and verify support for all cash expenditures
* Monitor bank balances and activity to ensure appropriate funding in agency accounts
* Reconcile and file all rep payee client accounts monthly
* Perform various income/expense reconciliations for programs on a monthly/quarterly basis
* Assist Controller with the monthly close process (recording journal entries, accruals, deferrals, ledger account reconciliations)
* Generate monthly financial reports – exporting data from accounting system to Excel and formatting
* Process SNAP accounts monthly
* Prepare and mail annual 1099 forms to independent contractors; send 1096 transmittal to IRS. Gather and track 1099 data throughout the year
* Assist Controller with the annual budgeting process; collect & analyze historical data as requested
* Perform other job-related duties as assigned

**OTHER RESPONSIBILITIES**:

* Represent the Department and the Agency with a positive attitude and in a pro-active and professional manner.
* Establish and maintain good, professional working relationships with all Program Directors, co-workers, colleagues and vendors.
* Demonstrate a commitment to the Agency’s Mission Statement by treating clients and colleagues respectfully at all times.

**QUALIFICATIONS**: The requirements listed below are representative of the knowledge, skill and/or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

* **EXPERIENCE and/or EDUCATION**: 1-2 years experience working in an accounting department using QuickBooks or similar accounting software to enter invoices and pay bills. Bachelor’s degree in accounting a plus.
* **TECHNOLOGY COMPETENCE**: Experience using Excel at the intermediate level. Ability to learn and easily adapt to new technology as needed. Ability to train others a plus.
* **LANGUAGE SKILLS**: Excellent written and verbal communication skills.
* **REASONING ABILITY**: Ability to carry out written and verbal instructions. Ability to multi-task multiple projects along with the ability to prioritize work when faced with competing projects.
* **HONESTY & INTEGRITY**: Must be honest and must maintain strict confidentiality at all times - without exception.
* **JUDGMENT**: Consistently displays good judgment in making business decisions.
* **OTHER**: Hold a valid driver's license and acceptable criminal record (CORI), Fingerprinting, OIG and Driver history required.

**WORK ENVIRONMENT:** The work environment is a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee to sit at an office desk and utilize a PC for extended periods. This position also requires that the employee routinely, regularly and appropriately communicate with internal and external stakeholders in person and via telephone and email.

The Arc of the South Shore, Inc. is an equal opportunity employer. All qualified candidates are encouraged to apply.

**Cover Letter and Resumes to:**

Ben Schineller, Controller

The Arc of the South Shore, Inc.

371 River St

Weymouth, MA 02191