



Accounts Payable Clerk

JOB PURPOSE:

The Accounts Payable Clerk plays an important role in keeping business operations running smoothly by ensuring accurate and timely payments to vendors. The Accounts Payable Clerk helps manage cash flow, supports program staff and maintains Just A Start's positive relationships with our vendors.

*This position will be temporarily located at 1035 Cambridge Street until our relocation to 430 Rindge Avenue in July.

KEY RESPONSIBILITIES:

- Manage full cycle of accounts payable processing (in Intacct and Bill.com) from invoice entry through payment delivery.
- Investigate any discrepancies or other related issues and work with appropriate colleagues to resolve.
- Generate and review reports (e.g. AP Aging) to help manage timely processing.
- Assist with internal and external audits to ensure compliance.
- Manage monthly credit card and employee expense report process.
- Manage new vendor creation process in accounting system.
- Manage annual 1099 process and remain current with annual reporting requirements.
- Maintain up-to-date accounts payable processing instructions.
- Perform bank statement reconciliations as assigned.
- Provide other assistance as needed by Finance Department.

QUALIFICATIONS:

- Associate degree in accounting or related field and/or a minimum of five (5) years of related experience desired
- 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
- Patience and eagerness when helping others in the organization with AP matters
- Flexibility, sense of humor and team-oriented mindset
- Accounting software experience (e.g., Sage Intacct, Bill.com, Nexonia etc.) strongly preferred
- Computer Skills: proficient with Microsoft Office suite
- Positive, professional demeanor and ability to work in a fast-paced environment
- We especially encourage women, GLBTQIA+, BIPOC, or those with disabilities 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 hybrid remote/in-the-office position that is required to be in person at least 2 days per week.
- 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:

The annual salary range for this position is \$55,000 – \$60,000. 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.

About Just A Start

Just A Start believes that access to stable housing and sustainable careers are the essential building blocks of equitable communities. For more than 50 years, we have focused on meeting the fundamental needs of individuals and families who have been systemically denied opportunities to realize their full potential. Our programs include affordable housing, education and job training, and comprehensive support services, spanning Cambridge and beyond. We have developed and currently maintain 600 affordable apartments. To keep community members housed, we also offer financial and technical assistance to prevent evictions and support low- and moderate-income homeowners. Finally, we prepare individuals of all ages and circumstances with the skills and knowledge they need to secure fulfilling careers, leveraging their talents to achieve economic mobility and strengthen the region's workforce.

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 minority candidates 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.

Please apply a cover letter and resume for consideration.

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