



## Staff Accountant

**About the NDC:** Codman Square Neighborhood Development Corporation is a grassroots community organization committed to developing affordable housing and fighting for racial and economic justice by building community power, especially of low- and moderate-income communities of color in Dorchester. Through developing resident leadership, organizing in the community, promoting economic mobility services, and advocating for local environmental justice, we build collective resident power to effect systemic change and transform society. As part of our team, you would be working with a diverse group of caring and hard-working people, doing meaningful work in our local community. Come join us!

**About the Position:** The Staff Accountant plays an important role in the organization by performing various activities related to the company's accounting functions. Under direct to general supervision, the primary responsibilities include reviewing, logging, processing invoices, check requests, processing payments, and troubleshooting around a range of issues working closely with all staff to insure timeliness and accuracy of financial transactions and reports. Additionally, the Staff Accountant assists the Senior Accountant and the Director of Administration and Finance in all accounting, financial, and administrative duties of the NDC and its affiliates.

### Core Responsibilities:

- Code invoices accurately to general ledger accounts, verifying proper documentation, and process the check.
- Preparing and maintaining Excel spreadsheets. Upload invoices to the accounts payable system for the approval process.
- Preparing biweekly account payable list to Real Estate Department.
- Address vendor inquiries, set up new vendors in the system, and ensure accuracy of vendor records.
- Deposit checks.
- Prepare real estate related "Project Requisitions" for projects under construction.
- Follow up/trouble shoot funder issues after the "Project Requisition" is submitted.
- Act as a liaison with CSNDC's Professional Employer Organization on employment and fringe benefit matters
- Maintain employee database records

- Onboarding new staff.
- Collect, maintain, and track staff attendance, timesheet processing and leave time.
- Prepare the company's annual subsidiary filings with the Secretary of State.
- Prepare and timely issue and distribute all 1099 Misc. forms at year end.
- Assist with annual audit, complete required materials, and assist in preparing schedules for the annual audit.
- Process CSNDC and subsidiary tax returns and other regulatory filings
- Work with all levels of staff, including Real Estate/Asset Management staff in performance of job duties
- Perform other related duties, as required

### **Qualifications/Skills:**

The ideal candidate for this position will demonstrate the following qualifications, skills, and/or traits:

- Bachelor's degree in accounting, Finance, or related field with at least 3-5 years progressively responsible accounting experience required.
- Solid knowledge of GAAP (Generally Accepted Accounting Principles) and regulations.
- Proven experience preparing sophisticated financial reports with strong financial analysis and problem-solving skills.
- Excellent proficiency in and at least 3-5 years' experience working with various accounting software programs such as MIP, QuickBooks, etc.
- Knowledge of non-profit or real estate development accounting a plus.
- Demonstrated and solid intermediate to advanced skills and knowledge of Excel, and ability to develop sophisticated financial spreadsheets, as well as other Microsoft Office applications.
- Effective communication skills and a collaborative team-oriented approach.

**Salary:** The salary range \$60,000-70,000. Benefits include paid holidays, vacation time, and sick/personal time; and employer-subsidized health insurance.

**The Selection Process:** Submit cover letter and resume to Vincent Lo, Director of A&F at [vincent@csndc.com](mailto:vincent@csndc.com) or send via U.S. mail to Vincent Lo at CSNDC, 587 Washington St, Dorchester, MA 02124, by September 20, 2024. No calls please.

***Codman Square Neighborhood Development Corporation is an equal opportunity employer. Local residents, bilingual/multilingual, people of color and women and members of the LGBTQ+ community are encouraged to apply.***