



Vietnamese American Initiative for Development, Inc.
42 Charles Street, Suite E, Dorchester MA 02122
Tel: 617-822-3717 - Fax: 617-822-3718 - www.vietaid.org

Staff Accountant

Job Overview: VietAID seeks a committed Staff Accountant to perform day-to-day accounting operations, including payroll reporting, billing/accounts receivable, and accounts payable. This position reports to the Director of Finance.

The Vietnamese American Initiative for Development (VietAID) was founded in 1994 by community leaders and residents who believed that a community development corporation would provide comprehensive economic development programs and services to alleviate poverty and advance civic participation in the Fields Corner Vietnamese community of Dorchester. VietAID's programs include an accredited bilingual preschool, out-of-school time youth development, drop-in day program for older adults and affordable housing creation and preservation. VietAID manages a growing portfolio of deeply affordable housing units across Fields Corner and Dorchester.

VietAID developed and operates the Vietnamese American Community Center (VACC). VACC serves as a place for the community to come together and take part in or learn about programs that can help them improve their health, education, financial well-being, and more. VietAID is just one of several community organizations that operates out of the VACC. On any given day, as many as 200 children, youth, and adults access services in the building.

Responsibilities and Duties:

- Prepare journal entries for Finance Director review; post payroll activity; run reports as requested.
- Process accounts payable and set up for payment with Finance Director approval.
- Maintain vendor files, W-9 information, and contract files.
- Process cash receipts and apply cash to proper accounts.
- Perform credit card reconciliations and similar analyses.
- Assist the Finance Director with audit preparation and follow-up.
- Provide administrative support to Finance Director and HR as needed.
- Perform general administrative and related tasks as needed.

Qualifications and Skills: *We will consider exceptional candidates who demonstrate a strong combination of the specific qualifications and skills described below.*

- Bachelor's degree in Accounting, Finance, or Business Administration.
- Minimum of 2-3 years of experience in public accounting and/or industry or nonprofit.
- Good oral and written communication skills.
- Strong spreadsheet skills and analytical abilities.
- Knowledge of Quickbooks (strongly preferred) or similar accounting system.
- Demonstrated ability to pay close attention to detail
- Experience working as part of a team delivering coordinated services



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- Ability to juggle multiple tasks and priorities
- Ability to work in a fast paced, multi-cultural environment
- Demonstrated diplomacy, sense of humor and grace towards others

Location: Work will be primarily at our main office (42 Charles Street, Suite E, Dorchester MA 02122) with opportunities for remote as appropriate.

Compensation: The salary range for this position is \$65,000 - \$75,000 and is commensurate with experience.

Please submit your cover letter and resume to jobs@vietaid.org with the subject line *Staff Accountant - Applicant*. This position is opened until filled. No phone inquiries. Interview will be remote via Zoom.

As an EOE/AA employer, VietAID will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.