

ACCOUNTING ASSOCIATE

Girls Inc. of Lynn has been operating programs and advocating for girls since 1942. Our mission is to inspire all girls to be strong, smart and bold. We are seeking a candidate to join our busy finance office. Applicants must have the ability to follow directions, communicate clearly and work as a team member. Must be proficient in Excel. This position reports directly to the Finance Manager.

Responsibilities:

- Responsible for the General Ledger including all journal entries and accruals
- Accurately account for and bill government contracts and track restricted grant funding
- Prepare bi-weekly payroll including all labor distribution allocations
- Work closely with the auditors for the annual audit, the UFR and the 990 preparation
- Reconcile all bank accounts, investment portfolio, and expense allocations
- Responsible for accounts payable including reviewing and coding all bills, preparing invoices for payment, doing weekly check runs, filing paid invoices as well as maintaining accurate vendor files and Form W-9's
- Support month-end close
- Assist finance manager in day-to-day financial transactions, projects and other duties as assigned

Basic Requirements:

- Associate/BA degree in finance, accounting, or related field
- At least 3 years' experience in an accounting department; preferably in a nonprofit atmosphere
- Experience in billing of state contracts
- Experience in grant tracking and reporting
- Knowledge and understanding of Generally Accepted Accounting Principles (GAAP)
- Knowledge of Sage accounting software desirable
- Proficiency in Microsoft Word and Excel
- Excellent analytical, problem-solving, writing, and organizational skills
- High professional and ethical standards for handling confidential information
- Demonstrated ability to prioritize tasks, successfully manage multiple priorities simultaneously, meet deadlines, and deal with change
- Ability to work well as part of a team
- Attention to detail, accuracy a must
- Ability to work a flexible schedule

This is a part time 20 hours per week position between the hours of 9:30AM – 2:30PM, Tuesday – Friday.

Hourly rate: \$20.00

Conditional offer of employment will be made to the selected applicant following successful completion of a CORI check.

To apply: email resume and cover letter to: HR@girlsinclynn.org