

UNITED SOUTH END SETTLEMENTS

United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at www.uses.org.

Staff Accountant

GENERAL DESCRIPTION

Under the direction of the Vice President of Finance & Administration, the Staff Accountant is responsible for the day to day recording of all business transactions of the Agency and maintenance of the accounting system, including monthly closing of the general ledger, preparation of the Agency payroll, maintaining accounts receivable and payable ledgers, and assist in establishing sound accounting principles and reporting practices that meet generally accepted standards established by the accounting profession and regulatory agencies.

QUALIFICATIONS

1. An undergraduate degree in accounting and/or five years experience in non-profit accounting with knowledge of computer-based accounting systems
2. Experience with managing all accounting needs through monthly trial balance closings
3. Highly organized, have good communication skills, and be very detail-oriented
4. Ability to work with staff and explain accounting needs to non-finance co-workers
5. Interest in working in a nonprofit organization preferred

SPECIFIC DUTIES

1. Prepare and reconcile all general ledger accounts and investment activity for all funds of the Agency
2. Maintain integrity of computerized accounting system
3. Prepare balance sheet and statement of revenue and expenses on a monthly basis
4. Perform agency banking and monthly bank reconciliations of all Agency cash accounts
5. Maintain Chart of Accounts
6. Contract management including ensuring that contract invoices are properly prepared and posted on a timely basis
7. Maintain the investments ledger and Senior Home Repair Revolving Loan ledger on a monthly basis
8. Maintain payroll files for each employee and prepare payroll including all state and federal tax filings (semi-monthly and quarterly) and ensure all payroll-related payments, including pension and United Way, are made in a timely fashion.

9. Prepare and distribute year end 1099 forms and review W-2 statements for accuracy.
 10. Prepare reports and filings for insurance coverage, workers' compensation, United Way, AG, and others as required
 11. Perform work as required for the annual audit and monthly and yearly closing
 12. Attend staff, team, and other meetings as necessary
 13. Perform other duties as may be assigned
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The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

**To apply, please email resume and cover letter to: humanresources@uses.org
In the subject line, please specify the position to which you are applying.
No phone calls, please.**