

## **Staff Accountant – Hybrid**

**Position Summary:** Be responsible for the preparation, analysis, and reconciliation of financial information; and other various accounting related functions. Apply principles of accounting to ensure accurate financial reporting. Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

### **Essential Job Functions:**

- Implement corporate or departmental policies, procedures, and service standards in conjunction with management.
- Participate in the work of subordinates to facilitate productivity or to overcome difficult aspects of work.
- Calculate and prepare monthly journal entries for PLUS COMPANY
- Assist and produce PLUS Company Board financial reports
- Assist in preparation and process of Annual UFR Reporting
- Reconcile account discrepancies; research all non-applied items to ensure proper and timely resolution
- Prepare monthly Balance Sheet Account Reconciliations
- Maintains positive communication with all vendors, staff, and customers
- Monitors cash flow on a weekly basis for PLUS Company
- Responsible for bank statements, month-end & year-end reconciliations
- Apply principles of accounting to ensure accurate financial reporting
- Assist with the preparation for and during the annual audit
- Track banking activities for companies as assigned which could include; stop payments, transfers, dual control, un-cash checks and other various inquiries
- Work with Assistant Controller to coordinate monthly closing of PLUS Company financials
- Update and maintain monthly payroll analysis and related productivity reports biweekly
- Responsible for tracking and collection of vendor agencies required documentation
- Assist with and perform monthly, annual, and as needs tasks related to the Massachusetts DDS contracts for PLUS Company
- Work with Controller to coordinate monthly preparation of reports and schedules needed for Gateways' Budget Team
- Run reports, review/analysis general ledger entries to ensure accurate data is present to prepare monthly financials
- Track independent contracts for renewal dates and coordinate with responsible department to obtain renewed signed contracts
- Establish and implement best operational practices
- Prepare quarterly HEFA (NH Health & Education Facilities Authority) Reporting

### **Qualifications, Education and Experience:**

- B.S. or higher degree in accounting, finance, or related field with minimum 2 - 3 years accounting/accounts payable and/or general ledger experience
- Experience working with elders, adults with disabilities and/or individuals in a health care or social service capacity desirable
- Customer Service and Team focused
- Able to work independently and meet deadlines
- Must be efficient, accurate, dependable, and able to prioritize work · Requires utmost trust and confidentiality
- Demonstrate team communications and collaboration skills
- Proficient in Microsoft Windows environment including working knowledge of Word, Excel, Outlook
- Prior Accounting Software exposure; Microsoft Dynamics; Solomon preferred
- Communicate constructively to management and staff on problems, ideas, or any other insights to assist in defining new best operational practices
- Possess reliable transportation, valid drivers' license, and applicable vehicle insurance for business travel