



June 28, 2023

**Staff Accountant Position
Administration Unit**

Greater Boston Legal Services (GBLS) is an Affirmative Action / Equal Opportunity / Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.

Greater Boston Legal Services (GBLS) seeks a candidate to fill a Staff Accountant position in the Administration Unit. The staff accountant will work directly with the CFO as a member of a three staff accountant team supporting the organization in the following areas:

Grants Billing: Prepares and submits billings for reimbursement from various grant funding sources; verifies for accuracy to budget and completeness, signatures and assembly in accordance with reimbursing agency requirements; provides information of billing activity to grant management staff and for budgeting; and performs grant close out and reconciliation related duties as required;

Accounts Payable: Oversees all aspects of accounts payable. Allocates/processes/posts a variety of accounting transactions such as invoices, payments, and expenses in accordance with department procedures. Maintains accounting files. Checks and verifies accounting data; enters data into computerized accounting system and uses system to research questions and generate reports. Interacts with program staff;

General Accounting: Prepares bank reconciliations. Handles balancing and reconciliations of sub account activity. Prepares daily bank deposits. Prepares analysis and audit work papers.

Requirements include: A bachelor's degree in accounting/business plus one to three years of accounting experience. A people oriented personality is essential, excellent attention to detail, be able to multi-task, establish priorities and organize efficiently. Proficiency in Excel, Outlook, Word and familiarity with accounting software is also essential. Nonprofit and grants management experience is a plus.

GBLS is an AA/EO/Handicapped employer, committed to diversity in the workforce and regards differences as assets. The position is full time (35 hours) and salary is commensurate with experience. Generous benefits package, including 98% paid health and 100% dental.

Candidates should submit letter of interest and resume to Human Resources Team via email at jobs@gbls.org. Please refer to job code: **ACCOUNTANT** when applying for this position. The application deadline is July 15, 2023 or until the position is filled.

GBLS values diversity and encourages applicants from a broad range of backgrounds and experiences.