

**Job Title:** Junior Accountant  
**Supervisor:** Director of Finance  
**Hours:** 35 hours per week  
**Annual Salary:** \$53,837  
**Status:** Full time, Non Union  
**Location:** Somerville, MA

#### **OVERVIEW:**

The **Community Action Agency of Somerville**, known as **CAAS**, is changing lives for our community members who are furthest from opportunity. For over 40 years, we have been helping local families and individuals achieve financial security while working to eliminate the root causes of economic injustice. Our vision for Somerville is for a city where no one lives in poverty, where we support each other through strong community structures, and where the opportunity to thrive is a lived experience for every resident. We are proud to be a source of stability and support for our community. Our website: <https://www.caasomerville.org/>

#### **POSITION SUMMARY:**

CAAS receives the bulk of its funding from municipal, state and federal grants that require strict accounting and reporting procedures. The Junior Accountant conducts a variety of transactions related to accounts payable, accounts receivable, and payroll, within these parameters and within appropriate accounting guidelines. The ideal candidate is detail oriented, efficient and organized. Additionally, the candidate will have experience in accounting and payroll systems, be an excellent communicator with strong analytical problem solving; as well as the ability to make well thought out decisions.

#### **GENERAL DUTIES:**

- Review vendor invoices for accuracy, obtain approval and relevant documentation for processing
- Accurately code expenses and revenue, in a timely manner, to appropriate General Ledger Account and Class
- Prepare credit card statement packets with summary report and back-up detail for Board approval
- Prepare A/R and A/P Reports and Journal Entries as needed
- Assist with monthly and quarterly reconciliations, and funder financial reports
- Research track and resolve account discrepancies.

Conduct all duties associated with bi-weekly payroll, including

- Audit payroll reports prior to transmission to ensure accuracy
- Record payroll expenditures in accounting software
- Investigate and resolve payroll discrepancies

Additional finance duties include:

- Assist in organizational audit, quarterly reviews, and year end audit preparation.
- Open and scan mail to billing software inbox and file appropriately
- Maintain compliance by adhering to recognized policies and procedures and communicating procedural necessities to other staff members
- Perform other duties and special projects as assigned.

#### **THE IDEAL CANDIDATE:**

- Associate's Degree in finance, accounting, or business management preferred (transcripts required)
- 2 years of experience in accounting/finance office, preferably in a non-profit
- Experience with QuickBooks and Bill.com or similar software preferred
- Experience with CheckWriters or a similar payroll system
- Proficiency with Microsoft Office, Google Docs
- Highly trustworthy, discreet and ethical
- Work environment language

#### **LOCATION AND TRAVEL:**

Will work from the CAAS administrative office in Union Square, Somerville and have hybrid flexibility to also work from home certain days of the week.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 10 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**COMPENSATION:**

CAAS offers a competitive compensation for this position plus an attractive benefits package, which includes Blue Cross Blue Shield medical, dental, and vision which begins on the first of the following month of hire. We have a comprehensive retirement plan through Mutual of America with eligibility to contribute on the date of hire and company contribution after 1 year. We also offer an Employee Assistance Program (EAP) which allows employees and their household members to contact professional counseling services, referrals for elder-care, mental health, legal planning and financial advice. Our EAP plan is completely confidential, and free to CAAS employees. .

**NON-DISCRIMINATION STATEMENT:**

No person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against by this program, including in employment, because of race, religion, sex, national origin, immigration status, cultural heritage, age, disability, sexual orientation, or marital status.

**TO APPLY:**

The review of applications will begin immediately and continue until the position is filled, with the ideal candidate beginning as soon as possible. For best consideration, please submit a cover letter and resume to David Gibbs, [dgibbs@caasomerville.org](mailto:dgibbs@caasomerville.org)

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