

Operation ABLE, Inc.

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TITLE: **Staff Accountant**

REPORTS TO: Controller

ORGANIZATION

Background

Operation ABLE, Inc. is a non-profit employment and training resource service provider for an economically, occupationally, and racially diverse population of job seekers. Founded in 1982, Operation ABLE has provided training programs and employment services to more than 38,000 job seekers throughout Boston and surrounding counties in Massachusetts, and in New Hampshire, who needed job support services to re-enter the workforce.

We offer a variety of services including occupational and computer skills training, job search training and support, coaching and counseling, and internships. In addition, our Resource Room is available to help with current job listings, and our professional networking groups and job clubs help job seekers expand their network.

Mission Statement

Throughout its history OA has stayed true to its core mission: *...to provide employment and training opportunities to job seekers from economically, racially and occupationally diverse backgrounds*". ABLE is equally committed to serving Massachusetts and other New England employers by providing well-qualified candidates to meet their employment needs and by training employees to have the updated skills needed to be as productive as possible at their jobs.

POSITION RESPONSIBILITIES:

Essential Functions

Reporting to the Controller, the Staff Accountant will be hands-on responsible to lead, co-lead and / or support a variety of finance, accounting and reporting activities. The Staff

Accountant will be involved in developing data and analyses in support of presentations to the CEO and board of directors and will work closely with the operational management team.

The Staff Accountant will manage the day-to-day finance and accounting operations for the organization with a budget of more than \$7 million, including functional responsibility over general ledger accounting, payroll, accounts payable, accounts receivable, and grants administration for their assigned functional areas. The Staff Accountant will support the Controller in ensuring that Operation ABLE has the systems and procedures in place to support effective program implementation and conduct flawless audits. The Staff Accountant will work closely with program leaders and their staffs, not only to educate them regarding finance and accounting procedures, but also to explore how the finance function can better support program operations, including management and reporting on the achievement of performance metrics.

Specific Responsibilities

1. Accounting & Financial Reporting

- a. Support the maintenance of all accounts, ledgers, and reporting systems, ensuring that finance staff maintains financial record systems in accordance with generally accepted accounting principles, and monitor the appropriate use of all funds in light of donor requirements and / or restrictions.
- b. Support the Controller in ensuring the timeliness, accuracy, and usefulness of financial and management performance reporting for internal management, board of directors, and federal and state funders, foundations, etc.; assist in the preparation of monthly and annual financial statements.
- c. Ensure the accuracy of all reported general ledger account transactions and account balances through robust account reconciliation and review processes for assigned areas.
- d. Support the maintenance of appropriate internal controls for the receipt of revenue, expenditure disbursements, and program budgets.

2. Payroll Administration

- a. Oversee a smooth and efficient payroll administration, including:
 - i. timely timesheet reporting,
 - ii. appropriate payroll deductions and withholdings,
 - iii. state and federal tax reconciliations, and
 - iv. W-2 and 1099 reporting
- b. Ensure proper payroll accounting entries and accruals are recorded in the financial system.

- c. Ensure proper reporting to DOL of hours worked in the SPARQ system.
- d. Reconcile ADP payroll and 941 reports to the financial system.
- e. Advise the CFO of specific cash reserve requirements to meet each payroll cycle.

3. Accounts Payable

- a. Review incoming invoices for accuracy and appropriateness.
- b. Ensure accurate coding and payables voucher preparation.
- c. Schedule payments to meet vendor due dates and cash flow requirements

4. Invoicing and Accounts Receivable

- a. Assemble supporting documentation to prepare invoices for billing and reimbursement.
- b. Prepare revenue recognition schedules and vouchers.
- c. Prepare accounts receivables and cash receipts vouchers.

5. Audit & Tax

- a. Support all audit activities and related state and federal audit and tax filings, including:
 - i. Federal contracts
 - ii. Audit confirmations
 - iii. Account reconciliations
 - iv. Transaction testing
 - v. Top five staff and contractors schedules
- b. Ensure finance and operational staff are responsive to auditors' information and analysis needs in a timely manner.

6. Financial Systems Management

- a. Ensure the integrity of historic account balances and transactional detail through a robust process of account reconciliation.
- b. Ensure chart of accounts, cost center structure and reporting formats are appropriate to meet management and reporting needs.

7. Human Resources Administration

- a. Ensure that new hires are appropriately on-boarded, including appropriate documentation (W-4, I-9, etc.), and provide advice and enrollment support to new hires for participation in benefits programs.
- b. Ensure terminations are properly documented and processed, including termination notice, pay-out of accrued vacation leave and COBRA rights, as appropriate.
- c. Ensure the proper administration and accounting for vacation and sick leave, personal days, and other forms of leave entitlements.

SKILLS & EXPERIENCE:

This is an extraordinary opportunity for a seasoned leader with six to nine years of accounting and finance experience with a strong background in finance and accounting operations. S/he will ideally have experience in a complex nonprofit organization, with multiple program offerings and diverse funding streams. Other qualifications include:

- Personal qualities of integrity, credibility, and unwavering commitment to Operation ABLE's mission; a proactive, hands-on strategic thinker who will own, in partnership with the Controller, the responsibility for finance.
- Minimum of a BS degree, preferably in finance or accounting. .
- Solid experience coordinating audit activities and managing reporting, accounts payable and receivable, general ledger, payroll, and accounting for investments.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting. A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential.
- Knowledge and understanding of the Office of Management and Budget Circular A133 audit requirements.
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly.
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting.

- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance staff.

Operation A.B.L.E. of Greater Boston, Inc. will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. Operation A.B.L.E. of Greater Boston, Inc. welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.

Please send resume and cover letter to:

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