

## CODMAN SQUARE NDC ACCOUNTANT

### SENIOR ACCOUNTANT

#### ***JOB DESCRIPTION***

January 2023

#### **Duties and Responsibilities:**

The Senior Accountant is responsible for applying accounting principles and procedures to analyze financial information, oversee/manage staff and accounts payables and receivables functions. Oversee the real estate project requisitions and troubleshoot/problem solve requisition issues working closely with all agency staff, especially the Real Estate staff, to insure timeliness and accuracy of real estate payments, transactions and financials. Timely preparation of monthly financial and analysis reports and implement and oversee appropriate accounting control procedures. Also assist the Director of Administration and Finance in all accounting, financial and administrative duties of the NDC.

The primary duties and responsibilities of the Senior Accountant will be as follows:

- Supervise the Accountant
- Oversee and manage accounts payables
- Maintain precise records of all vendor payments.
- Responsible for paying and keeping record of all invoices.
- Analyze all accounts on a monthly, quarterly, and annual basis to ensure payment accuracy.
- Prepare and timely issue and distribute all 1099 Misc. forms at year end.
- Prepare monthly reconciliations for all bank accounts.
- Maintain general ledger, perform month end closing including journal entries and account review for all general ledger accounts and reconciliation between the general ledger and the subsidiaries.
- Prepare the monthly financial statement for the company and department and accompanying schedule.
- Prepare Project Cost & Cashflow updates and reconciliations.
- Prepare Development Fund and Real Estate project Cash Flow projections.
- Collect, maintain, and track staff attendance, timesheet processing and leave time.
- Assist with annual audit preparation.
- Develop, manage and maintain a range of financial and administrative reports
- Other related duties, as required.

#### Qualifications and Skills

- Bachelor's degree in Accounting, Finance, or related field.
- 5+ years of progressively responsible accounting experience.
- Sound knowledge of GAAP.
- 3+ years experience preparing monthly financial statements with strong financial analysis and problem-solving skills.
- 2+ years of staff supervisory experience with demonstrated ability to train and manage staff.
- Strong proficiency in and at least 5 years' experience working with various accounting software programs such as MIP, QuickBooks, etc.

- Demonstrated and solid intermediate to advanced skills and knowledge of Excel, and ability to develop sophisticated financial spreadsheets, as well as other Microsoft Office applications.

The salary range is \$78,000-\$90,000; actual salary will reflect experience and qualifications. Submit cover letter and resume to Vincent Lo, Director of A&F at [vincent@csndc.com](mailto:vincent@csndc.com) or send via U.S. mail to Vincent Lo at CSNDC, 587 Washington St, Dorchester, MA 02124, by 2/24/23 No calls please.