

Accounting Manager – Part Time

The Massachusetts Adoption Resource Exchange, a non-profit organization that finds adoptive homes for children and teens in foster care is seeking a part-time(20-24 hrs/wk) accounting manager. The accounting manager performs basic accounting duties, including accounts payable and receivable, benefits administration, tracking of earned time, and managing payroll. The accounting manager assists with monthly financial reporting, onboarding new staff and providing all general accounting functions for the agency. This position reports to the Executive Director.

Responsibilities:

- Record coded and approved invoices
- Manage and record all deposits
- Enter all data/entries in Quickbooks
- Manage checking accounts/EFT accounts including monthly bank reconciliation
- Manage benefits accounts/online accounts
- Manage approved payroll using online system
- Maintain employee records for health, dental and retirement benefits plans
- Manage vendors and insurances
- Administer new enrollments, changes and terminations on employee benefit vendor systems
- Maintain employee leave tracking system for sick, vacation and personal time
- Balance monthly bank statements
- Assist with monthly financial reporting
- Assist with annual budgeting and audit preparation
- Additional HR tasks as needed
- Other duties as assigned by the Executive Director

Qualifications:

- Bachelor's degree
- 4+ years of increasing responsibility in bookkeeping or accounting
- Excellent knowledge of Quickbooks
- Demonstrated competence with creating and maintaining spreadsheets in Microsoft Excel
- Demonstrated competence with online payroll and employee benefit vendor systems
- Excellent communication skills
- Database knowledge desirable
- Excellent organizational skills, attention to detail, time management, and flexibility

PLEASE NOTE: The office is presently located in Downtown Boston and relocating in mid July to Needham Street in Newton. The start date for this position is flexible.

How to apply:

Submit resume & cover letter by email to: lisaf@mareinc.org.