



NEW ENGLAND CENTER
AND HOME FOR VETERANS

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Position Title: Staff Accountant/Accounts Receivable Specialist
Department: Finance
Exemption: Exempt
Supervisor: Corporate Controller

Job Summary

The Staff Accountant/AR Specialist will be responsible for ensuring the timely and accurate billing of the various grants and contracts. This includes compiling and analyzing data, understanding the detailed budget for each grant/contract, sensitive to the various funding time frames and cognitive of the allowable costs of each grant/contract. In addition, the person will provide support to the Finance Team and specifically the Corporate Controller on various projects.

Primary Responsibilities

- Responsible for the periodic billing of all grants and contracts
 - Prepare bi-weekly cost reimbursement invoices and bill down after review/approval
 - Prepare monthly grant per diem (GPD) invoices and post in the general ledger
 - Where applicable, enter all invoices into the respective funding agency's electronic billing systems
 - Conduct follow-ups on payment status, answer billing questions and resolve billing issues
- Work with Disbursement Manager and Program Directors to ensure expenses charged to grants/contracts are in compliance with applicable funding agency's requirements
- Assist with month-end close, year-end audits and special projects as assigned by CFO and Corporate Controller
- Prepare bank reconciliations on a monthly basis for month-end close
- Responsible for daily cash/check deposits into bank operating accounts
- Audit employee salary funding allocation changes and initiate funding change requests to Human Resources upon Corporate Controller and Senior Management's review/approval
- Assist with cost projection and budget modification for grants/contracts and any ad hoc billing analysis such as the preparation of the Schedule of Expenditures of Federal Awards (SEFA)
- Assist Corporate Controller with completion of forms and reports for grants and contracts' periodic reporting

Required Qualifications

- Bachelor's degree in Finance/Business Administration
- 1-3 years of related experience
- Strong computer database and Microsoft Office Suite skills
- Must be a dedicated team player and comfortable working in an open, highly collaborative, diverse environment with the willingness and desire to learn and grow within the organization