



Staff Accountant

About JPNDC

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a grassroots community development corporation anchored in 46 years of community organizing and resident leadership value. We seek to help transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by an inequitable economic system. We build affordable housing that allows people to thrive, provide economic prosperity services that help people build on their strengths, and organize people to pursue the changes they desire. Based in Jamaica Plain, we envision an equitable and inclusive Boston in which all people have access to secure housing, economic prosperity for their families, safe and vibrant childcare and neighborhoods with strong community relationships, political power, and opportunities to fulfill their potential.

What We Offer:

JPNDC offers an extensive Benefits package! Up to 90% of individual insurance premiums paid for health insurance, vision, and Altus dental insurance, 2 weeks of vacation plus one week at the end of the year and 14 holidays recognized per year, employer – paid life & disability insurance, a vested 403b retirement, and much more! CEU Credit or comparable training offers to support professional development in areas of: DEI, economic and workforce development, early childhood education, and affordable housing and real estate finance.

About this Position: If you are ready to make a lasting impact in the lives of others, consider applying!

We are looking for a Staff Accountant to join our seasoned Finance team. This person will work directly with the Controller to assist in the month-end close and year-end close & audit. The ideal candidate will have experience working in a fast-paced and dynamic environment and collaborating with contributors cross-functionally.

What you will oversee:

1. *Periodically maintain and reconcile journal entries*
2. *Assemble journal entries and thorough account reconciliations that include, but are not limited to, cash, prepaid expenses, and payroll*
3. *Manage reconciliation, depreciation, and fixed asset ledgers*
4. *Assist with AR & AP subledger maintenance*
5. *Assist in preparation of intercompany elimination entries*
6. *Assist in preparation of expense allocations*
7. *Compose journal entries and conduct the month end close with minimal supervision*

8. *Contribute to the implementation, maintenance, and adherence to internal controls and accounting procedures, ensuring compliance with GAAP*
9. *Maintain intercompany transactions, billings, and reconciliation*
10. *Participate in entity filings, tax and audit preparation*
11. *Ad-hoc reporting and special projects as requested*

What it takes to be successful:

- *Attentive, ability to work independently and prioritize tasks*
- *General familiarity with monthly statements*
- *Adeptness at management reporting*
- *Solid understanding of bank reconciliations*
- *Strong excel skills required*
- *Experience working in a dynamic and changing environment a plus*
- *Experience using Sage Intacct or similar ERP a plus*
- *BA/BS or equivalent in Accounting, Finance, or related*
- *Notable analytical, quantitative, and social skills*
- *3-5+ years' experience in accounting*
- *General experience with accounting practices in non-profit programs and affordable housing development experience a plus.*

Employment Terms/Compensation:

This is a full-time, salaried position at 70,000 – 80,000 with full benefits package. Salary level depending on experience.

Email cover letter and resume to:

vhampton@jpn/dc.org. Cover letter and resume are required. No phone calls please. Position open until filled.

JPNDC is an Affirmative Action/Equal Opportunity Employer

