



**Part-time Bookkeeper/Accountant
Smart from the Start, Inc., Boston, MA.**

PROGRAM OVERVIEW:

Smart from the Start (Smart) is grassroots, family support, community engagement and school readiness initiative that has as its mission to prevent the academic achievement gap among young children living in underserved communities. Smart empowers families and communities with the tools, resources and support to break cycles of chronic school underachievement and generational poverty.

Smart has as its mission to:

- expand and strengthen early learning opportunities for children birth to five;
- promote parents' role as their children's first teacher;
- provide services and supports to underserved families;
- build neighborhood will, understanding and capacity to support school readiness.

Smart offers a comprehensive, coordinated set of services for families and children to support school readiness, including parent-child early education programs, parenting education and family support, adult education, crisis intervention, referrals to vital services, fun and educational programs for caregivers and children, together, in addition to programming geared toward nurturing a community-wide focus on school readiness.

Smart from the Start is seeking a Part-time Bookkeeper/Accountant. This talented new team member will work with our Management Team, Board of Directors to maintain the overall fiscal health of this organization.

JOB DESCRIPTION:

The P/T Bookkeeper/Accountant is responsible for general ledger management, account reconciliation, cash receipts processing, all facets of accounts payable, accounts receivable, and preliminary monthly accounting cycle closing, and maintaining all financial records and reporting.

DUTIES AND RESPONSIBILITIES: • Develop and maintain financial record keeping and reporting systems. • payroll, billing, receivables, payables, cash receipts, cash disbursements, and general ledger functions. • Monitor and follow-up on receivables that have been outstanding for unusually long periods of time. • Produce monthly financial statements including balance sheet, profit/loss statements, and accumulative general ledger using Quickbooks. • Ensure that all general ledger accounts are reconciled to subsidiary records on a monthly basis. • Prepare monthly closing general ledger entries. • Review reconciliations to ensure that they are prepared properly and follow-up on any unusual items. • Monitor cash flow • Oversee filing of tax forms including 1099s, IRS pension report. • Oversee, in conjunction with independent auditor, preparation of annual audit. • Reconcile bank and accounts, and prepares related journal entries • Preparation of invoices and billing • Perform other duties as assigned by the Associate Director of Operations.

QUALIFICATIONS: This position requires a Bachelor's Degree in accounting, business administration or related field and/or minimum of five years experience in accounting and/or finance, preferably with a non-profit organization (CPA preferred). A high degree of knowledge regarding payroll and accounting software, particularly Quickbooks is a must. Solid written and verbal communication skills, ability to pay attention to detail and maintain confidentiality, strong interpersonal skills and commitment to working with a diverse staff are essential to successfully carry out the duties of this position. This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. Smart from the Start, Inc. is an equal opportunity employer. Salary commensurate with education and experience. Please forward cover letter, resumes and salary requirements to: desiree.simmons@smartfromthestartboston.org