



**Finance & HR Associate,
Accounting**

Reports to: Assistant Director of Finance & Human Resources

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly Range: \$26.00 - \$30.00 per hour, based on experience

Job Type: Full-time, Non-Exempt

Hours/Days: Monday – Friday, 40 hours per week

Organization Description

The Boys & Girls Club of Greater Lowell is a 501(c)(3) nonprofit youth development organization governed by a 15-member Board of Directors. Our Club is a dues-paying affiliate of the Boys & Girls Clubs of America, which offers our staff and members the latest research, resources, and training in youth development programming and management. Our Vision is to end generational poverty in Lowell. Our Mission is to inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens. All young people ages 8-18 are welcome and our members represent diverse socio-economic and ethnic backgrounds. We seek to provide a safe environment that meets our members' basic needs as well as supports their growth and education.

Overview/Position Summary

You will leverage your experience and strong accounting skills at a values and mission-driven organization that supports and inspires young people. As part of the Finance & Human Resources Team, you will work collaboratively with your fellow Team members to achieve organizational goals. You will be responsible for managing day-to-day financial transactions while ensuring compliance with non-profit accounting principles and regulations.

Responsibilities include, but are not limited to:

- Responsible for day-to-day accounts payable across multiple platforms; issue and reconcile purchase orders; ensure invoices are processed and approved for payment in advance of due dates.
- Verify amounts, codes and data for accurate cost and revenue allocation of all financial transactions.
- Maintain and reconcile customer, vendor, and general ledgers and all financial records accurately.
- Prepare reports to support dashboards, KPI's and status reports to all departments.
- Develop and maintain a rapport with vendors, provide professional and timely communication, verify and reconcile statements to ensure good standing.
- Assist with the annual budgeting process and monitor financial performance against the budget.
- Ensure accurate credit card tracking, including collection of receipts and statements, entering into APA system; request credit card activation, deactivation and approved limit adjustments.
- Maintain petty cash and reconcile transactions.
- Collect, reconcile and prepare Membership receipts for deposit.
- Prepare monthly grant invoices and supporting documents; record invoices and receipts in accounting system.
- Assist with grant reporting requirements and grant document retention requirements
- Support compliance with Generally Accepted Accounting Principles (GAAP) and all relevant federal, state, and local regulations including record retention requirements.
- Support month-end close and reconciliation.
- Assist with external audits by preparing supporting documents.
- Monitor copy machines, order supplies and communicate with vendor for maintenance.
- Monitor office supplies and order supplies.
- Other duties as assigned.

Skills and experience required for this position

- Desire to work at a mission-driven, non-profit organization with multicultural teams with diverse constituencies.



- Possess integrity and solid ethical framework; ability to handle sensitive information with confidentiality and discretion.
- Solid understanding of accounts payable, accounts receivable, account reconciliation; strong math skills.
- Solid understanding of double-entry accounting, chart of accounts, trial balance. Nonprofit-specific accounting principles a plus.
- Proficiency with accounting software, Sage accounting preferred, Microsoft Office, Excel and Google applications; willingness and ability to learn and utilize additional required platforms
- Excellent attention to detail and accuracy, thorough in completing tasks, patience with routine and process-oriented working style.
- Ability to meet pressing deadlines and adhere to schedules; strong time management skills.
- Excellent planning, organization, and interpersonal skills with ability to interact effectively at all levels of the organization.
- Ability to work collaboratively as part of a team while also being able to work independently and autonomously.
- Excellent verbal, written and in-person communication skills.
- Ability to adapt and adjust in changing environment.
- Self-motivated, ability to multi-task and anticipate needs.

Qualifications

- Must support and understand Club values: Commitment, Excellence, Fun, Integrity and Teamwork.
- Ability to work in an environment with loud noises.
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention.
- Education: Bachelor's degree in Accounting or a related field preferred
- Experience: A minimum of 3 years of relevant experience; non-profit experience a plus
- Age requirement: 21 plus
- Authorized to work in the U.S.
- MA or NH driver's license and good standing driving record.
- Ability to sit for long periods of time.

Benefits:

- Paid time off, Medical, STD/LTD, Employee Assistance Program, Life Insurance, Retirement plan with employer contribution, Professional Development.
- Values and mission-driven organization.
- Interaction with a positive, community-minded team, along with amazing young people.

Our Hiring Process and Timeline

Please submit your cover letter and resume to Jessica Sutherland-Ryan, Assistant Director of Finance & Human Resources, at jsutherland-ryan@lbgc.org. We will review the applications on a rolling basis until the position is filled.

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a safe and inclusive workplace, with staff and volunteers who can help us achieve our vision of ending generational poverty. We continue to prioritize candidates who possess the skills and experience necessary to serve our youth effectively. Candidates should reflect our organizational values of commitment, excellence, fun, integrity and teamwork.

The Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. We strongly encourage candidates from all backgrounds to apply. The Boys & Girls Club of Greater Lowell will provide accommodations in the hiring process. If you require an accommodation, we will work with you to meet your needs.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties,

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responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.