



INQUILINOS BORICUAS EN ACCIÓN

POSITION: ACCOUNTANT (Full-Time/Exempt)

RESUME & COVER LETTER WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

ORGANIZATION DESCRIPTION: Established in 1968, IBA - Inquilinos Boricuas en Acción empowers individuals through education, workforce development and arts programs and creates vibrant affordable housing communities.

JOB SUMMARY: IBA seeks a qualified Accountant; the position is responsible for processing each phase of the accounts payable cycle for IBA and Affiliates, including: recording data, maintaining vendor files, allocating aggregate invoices, processing invoices, processing weekly check and maintaining Form 1099 records, and carrying out various other tasks directly related to the accounts payable function. Responsible for processing and recording the bi-weekly payroll through outsourced vendor including recording data, maintaining files, and various other tasks directly related to the payroll function. The Accountant reports to the Chief Financial Officer (CFO).

ESSENTIAL RESPONSIBILITIES:

ACCOUNTING

- Contributes to the IBA and Affiliates organizational budgeting process.
- Assists with the annual year-end audit process and provides outside auditors with documentation and analyses in response to requests for financial information.
- Makes bank deposits and posts to accounting system.
- Reconciles of monthly credit card statement.
- Performs bookkeeping tasks for our affiliates.
- Processes online payment of sales taxes.
- Provides backup and cross-train with Finance staff.

ACCOUNT PAYABLE

- Processes each phase of the accounts payable cycle pursuant to established standards and within designated timelines for multiple programs and affiliates.
- Monitors status to ensure timely approval and payment by the Chief Executive Officer. Makes follow-up inquiries as needed.
- Enters data accurately into the accounts payable computerized system general ledger accounts.
- Reconciles accounts payable journal with general ledger.
- Works directly with CFO determining approved invoices to be paid.
- Prepares weekly disbursement checks.



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- Manages postage and mailing machine.
- Assists in month-end close account reconciliations. Participates in the monthly close process regarding accounts payable and payroll.
- Responds to internal and external customer inquiries and customer service requests within designated timelines.
- Communicates verbally and in writing with internal and external customers; meeting or exceeding the Finance Department's established customer service levels.

PAYROLL AND PERSONNEL

- Processes bi-weekly payroll through outsourced vendor pursuant to established standards, regulations, and within designated timelines. This includes receiving timesheets from departments and submission to payroll services; upon receipt of payroll.
- Reviews for accuracy and ensuring changes are appropriately reflected in the payroll system.
- Reviews payroll reports for accuracy and ensure appropriate general ledger recording. Responds to staff inquiries.
- Monitors and ensures compliance with established policies and procedures for accounts payable and payroll (e.g. appropriate approvals, check request, existence of contracts, documentation and approval of payroll changes, etc.)
- Obtains information as required by law from new employees; establishing and maintaining personnel files.
- Maintains accurate and complete schedule of receipts and disbursement for employee benefits: including health, dental, 401K, short and long term disability, worker's compensation and others; preparing month end report of balances for employee benefit plan.
- Maintains the security and confidentiality of payroll process and all related records and documents.

MONITORING & EVALUATION

- Works directly with CFO to monitor monthly deliverables.
- Assists CFO to monitor deliverables target deadlines.
- Suggests opportunities to streamline processes.
- Compiles and reports information on a monthly basis that is utilized to fulfill requests from funders, government agencies, Board and others.

OTHER DUTIES

- Participates fully in the organization's annual events, Three Kings Day, Membership Drive, Board Election, Festival Betances, and other events related to the community.



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- Carries out ad hoc duties as needed to ensure IBA maintains its effectiveness.

GENERAL COMPETENCIES AND QUALIFICATIONS REQUIREMENTS

- Bachelor Degree or equivalent and at least to three years of experience in accounting desirable.
- A minimum of three (3) years' experience or more in payroll and two (2) years' in accounts payable environment.
- Working knowledge of fund accounting principles pertinent to non-profit and government accounting is preferred.
- Bilingual (Spanish/English) candidates with solid verbal and writing abilities are strongly preferred
- High degree of computer literacy with excellent knowledge of word processing, spreadsheet and data base software application required
- Working Knowledge of fund accounting systems, preferably, Sage 100 Fund Accounting/Sage 50.
- Good moral character, mature judgment and a strong sense of responsibility and dedication.
- Highly positive and enthusiastic style; capable of motivating others
- Excellent people's skills and unparalleled sense of humor
- Motivated to learn and work in collaboration with others to continuously work towards excellence
- Having the ability to be flexible
- Passionate belief in the potential of low-income communities and IBA's mission
- Ability to translate executive-level organizational goals into specific program initiatives
- Demonstrated success navigating complex organizational structures, using influence and soft skills to move ideas to implementation
- Sophisticated communication style that demonstrate expertise and commands respect, while also recognizing and leveraging knowledge of others; outstanding listening skills
- Outstanding project management skills, with the ability to drive complex, multi-faceted projects forward to deliver results on time; advanced problem-solving and decision-making skills and the ability to multi-task and handle a high pressure environment with timeline pressures
- Experience with contracting and financial management and policies and practices
- Must be extremely organized and demonstrate attention to detail.
- Strong time management skills
- Ability to work autonomously and in a team setting



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- Experience working in an urban community with diverse population
- Strong writing skills
- Customer Services Oriented

HOW TO APPLY: Send your cover letter and resume to jobs@iba-etc.org or:
IBA - Inquilinos Boricuas en Acción / Job Postings
405 Shawmut Ave., Boston, MA 02118