



INQUILINOS BORICUAS EN ACCIÓN

POSITION: SENIOR STAFF 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 and passionate Staff Accountant who can perform various accounting and finance activities related to grants, contracts and others; assists and prepare internal and external financial/budgetary reports. She/he will have extensive knowledge of not for profit accounting. She/he must be flexible and work with all IBA's programs and affiliates. The Staff Accountant reports to the Chief Financial Officer (CFO).

ESSENTIAL RESPONSIBILITIES:

Accounting

- Assists with implementing and maintaining internal financial controls and financial procedures.
- Prepares Journal Entries.
- Works directly with CFO to resolve financial and reporting issues.
- Contributes to IBA and Affiliates organizational budgeting process.
- Prepares monthly bank reconciliations.
- Assists in month-end close account reconciliations.
- Performs bookkeeping tasks for our Real Estate and affiliates.
- Prepares special reports as needed from the accounting system.
- Supports the CFO in expanding capabilities of the accounting system.
- Uses report writers in both accounting and grants systems.
- Provides backup and cross-train to Finance staff.
- Supports record keeping and file maintenance of backup documentation.

Grants and Contracts

- Reviews financial transactions and accounting of grant and contract disbursements to ensure compliance with federal, state and local accounting and procurement standards.
- Prepares and submit grant reimbursement and billing requests to outside funders providing proper documentation to ensure prompt payment.
- Prepares proposal budget for grants and contracts.
- Prepares actual vs. budget reports to all funders.
- Develops Excel worksheets to track data.



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- Assists with maintaining the chart of accounts to ensure accuracy in the coding of invoices, checks payment, revenue receipts and tracking of multiple grants.
- Helps prepare salary and indirect cost allocations among multiple grants and projects.
- Follows-up with obtaining necessary signatures, etc., to put contracts/grants into effect.
- Creates appropriate grants and contract documentation by generating data from accounting system.
- Assists implementing and maintain Salesforce database, including tracking and monitoring grants and reports due.
- Creates appropriate grants documentation by generating data from accounting system.

Insurance

- Organizes overall insurance policies, records and files; working with insurance agent to ensure that insurance is in effect; preparing and maintaining schedule of insurance for review Chief Operating Officer and Chief Financial Officer.

Audits

- Assists with the annual year-end audit process and provides outside auditors with documentation and analyses in response to requests for financial information.

Monitoring & Evaluation

- Collaborates with Program Development for timely deliverables.
- Works directly with CFO to monitor monthly deliverables.
- Assists CFO to monitor deliverables target deadlines.
- Suggests opportunities to streamlined 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.
- Carries out ad hoc duties as needed to ensure IBA maintains its effectiveness.

GENERAL COMPETENCIES AND QUALIFICATIONS REQUIREMENTS:

- Bachelor degree or equivalent and five to seven years of experience in grant and contract management of financial system, financial reporting and data analysis.
- 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.



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- 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/Others.
- 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.
- 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