



Job Description
Revised: October, 2017

JOB TITLE: Senior Accountant

DEPARTMENT: Administration Department

REPORTS TO: Controller

STATUS: Full-time Non-Exempt

GRADE: 4

Organizational Background

Urban Edge is a community development corporation (CDC) committed to developing and sustaining diverse urban neighborhoods of choice populated by resilient families and sustained by a dynamic web of community relationships. We work primarily in Jamaica Plain, Roxbury, and surrounding areas. Our work results in community residents that are economically resilient and leaders of change, a built environment that is affordable, exemplifies good urban design and contributes to an environmentally sustainable community and a community where residents have increased access to a diverse range of needed resources and services. Our major program areas are community building and organizing, asset building, and development of high quality, high impact affordable rental and owner housing as well as educational and recreational facilities for youth and families. Since its founding in 1974, Urban Edge has grown from a small nonprofit homeownership counseling and real estate brokering organization to become one of the leading community development corporations in the country, with 31 staff and an annual operating budget of approximately \$4.5 million.

Position Summary:

The Senior Accountant position supports the day to day work of the Finance Department, with a focus on development accounting and supporting various areas of Urban Edge's accounting function as outlined below. This position reports to the Controller.

Development Accounting:

- Review development requisitions
- Record requisition funding
- Export/Import to/from Nexonia/Abila to pay invoices funded on requisition
- Prepare and maintain the monthly closing schedules supporting the general ledger accounts for development entities

Accounts Payable

- Export/Import to/from Nexonia/Abila. Match checks to invoices and obtain two signatures on each check
- Run Aged Payables, both Corporate and Real Estate, for Director of Finance's payments approval.
- Print checks
- Run "Posted Transactions" report that backs up printed checks
- Run "Positive Pay" report and upload to bank website
- Obtains signatures on checks and mails checks
- Order check stock as needed

Financial Statement Production

- Run monthly allocations for all shared organizational expenses
- Prepare all monthly, quarterly, and annual financial statements for review by the Director of Finance
- Prepare ad hoc reporting as requested by the Director of Finance

Other Finance Department Duties

- Post payroll activity to the general ledger
- Prepare annual reports for Urban Edge and its affiliates while maintaining a tracking system to ensure timely filing of the reports.
- Prepare the monthly bank reconciliations
- Record the monthly credit card activity while ensuring that all transactions are properly supported by receipts and/or other documentation
- Maintain the monthly closing schedules for the following accounts of Urban Edge:
 - Prepaid Expenses
 - Accrued Expenses
 - Accounts Payable
 - Fixed Assets/leasehold improvements
 - Lease expense and related asset/liability
- Prepare assigned annual audit schedules and respond to auditors' requests for information
- Ensure that all general journal entries are properly documented and documentation is appropriately saved to the network

Other Duties As Assigned

- Perform other duties as needed or directed by the Controller or Director of Finance

Qualifications:

- Bachelor's Degree in accounting, finance, math, business administration or related field
- Two-to-three years of accounting experience
- Experience with computerized ledger systems
- Advanced knowledge of Excel and Word
- Strong problem-solving and analytic skills
- Ability to function well in a team-oriented environment
- Ability to maintain a high level of professionalism, discretion and confidentiality
- Ability to interact and build strong relationships with staff at all levels in a fast paced Environment. Remaining flexible, proactive, resourceful and efficient

Application Information

Please forward resume and cover letter to careers@urbanedge.org. You may also mail resumes to: Resumes at Urban Edge at 1542 Columbus Avenue, Roxbury, MA 02119.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.
