



TITLE: Staff Accountant

COMPANY: Community Research Initiative dba AccessHealth MA

LOCATION: Boston, MA

HOURS: Full-Time, Hybrid

DATE: June 15, 2023

CONTACT: Please submit a cover letter and resume to amarrese@accesshealthma.org

Summary of Organization/Position:

Since 1990, Community Research Initiative (CRI) dba AccessHealth MA, has sponsored community-based research on HIV/AIDS and other infectious diseases. In addition to the research program, CRI operates the Infectious Disease Drug Assistance Program (IDDAP)/Comprehensive Health Insurance Initiative (CHII) under contract with the Massachusetts Department of Public Health. This program, funded by both federal and state dollars is one of the largest programs of its kind in the country, providing access to HIV/AIDS and other medications to under- or uninsured clients. The program also provides health insurance for individuals with HIV/AIDS who are otherwise unable to access coverage.

Primary Responsibilities:

- Manage accounts payable process, including checking invoices for correct coding and approvals, entering invoices using Accounts Payable system, maintaining A/P files for designated groups of vendors, and filing paid invoices weekly.
- Coordinate payment of invoices in a timely manner including processing through Bill.com, Bank ACH's and printed checks from Sage software.
- Monitor accounting office mailbox weekly, preparing bank deposits as needed.
- Record cash activity to G/L and prepare monthly bank reconciliation reports upon receipt of monthly bank statements (to be reviewed by Accounting Manager).
- Track and analyze financial activities utilizing Excel and Sage software.
- Assist in annual budgeting process with department heads.
- Other accounting duties and cross-training as appropriate.

Requirements and Experience:

- Familiarity with accounting principles and comfortable with general ledger
- Recent and relevant accounting experience; non-profit accounting a plus
- BA/BS or equivalent in Accounting/Finance
- Knowledge and experience with accounting software packages (QuickBooks, Sage 50, Peachtree, Sage100, etc.) and strong computer skills (Microsoft Outlook, Excel, Word)
- Strong attention to detail
- Excellent organizational skills and a proven ability to meet deadlines.
- Ability to work in a team environment and to maintain confidential information.