



## **Accountant**

West End Neighborhood House, Inc. is seeking an Accountant to work closely with the CFO of West End Neighborhood House as support for the accounting of the parent organization and two subsidiaries. 40 hours/week.

### **Essential Duties and Responsibilities**

- Support the Accounts Payable and Accounts Receivable processes.
- Support the month-end process: reconcile bank statements, general ledger accounts, intercompany accounts and prepare journal entries for two subsidiary companies.
- Support the preparation of subsidiary financial statements including variance analysis for monthly and annual financial reporting for the board of directors according to schedule.
- Support the preparation of bi-weekly payroll including review of on-boarding documentation and maintaining employee files.
- Prepare monthly grant spending reports for submission to funders and monitoring of grant budgets.
- Prepare draw requests for construction projects.
- Monitor cash flow for two subsidiaries.
- Assist other staff with management of rental property collections.
- Assist the development and documentation of business processes and accounting policies to maintain and strengthen internal controls.
- Assist with the subsidiary audit including preparing reports as needed.
- Assist with the preparation of the annual budget.
- Perform other accounting, financial or administrative projects as needed.

### **Knowledge, Skills & Abilities**

- Must have strong computer skills including proficiency with Microsoft Excel and Word.
- Proven time management skills with the ability to multitask, prioritize, and maintain deadlines in a fast-paced environment.
- Strong analytical and problem solving skills including the ability to recognize and resolve issues.
- Attention to detail.
- Excellent written and verbal communication and interpersonal skills.
- Ability to maintain confidentiality and discretion when handling sensitive information.
- At least three (3) years of experience demonstrating accounting proficiency.
- Ability to work well both alone and as part of a team.
- Ability and flexibility to work in a fast-paced changing environment.
- Continued commitment to quality.
- Position is primarily on-site.
- Associate Degree preferred.
- Construction and/or non-profit accounting experience a plus.
- Experience with Sage, Paychex, Xero, Bill.com software a plus.



**Benefits:**

- Employer contribution to 401k
- Health Insurance with Health Reimbursement Account
- Dental Insurance
- Vision Insurance
- Employer sponsored Life Insurance
- Flexible Spending Account
- Generous Paid Time Off
- AFLAC, Colonial products available
- Paid Holidays

West End Neighborhood House is a cutting edge not for profit with over 100 years of history making social impact in the community. WENH is an equal opportunity employer. Please visit our website at [www.westendnh.org](http://www.westendnh.org) to learn more about West End Neighborhood House.