



Job Title: Accounts Payable Accountant

Department: Finance

Reports to: Director of Finance

Level: Union position: Grade 4

FLSA Status: Exempt, Full-Time (35 hours/week)

Starting Salary Range: \$55,000-60,500 annually

Location: Boston/Cambridge, MA (some positions are remote eligible)

Other Work Conditions

The organization requires all UUSC community members to be fully vaccinated against COVID-19. Our office in Cambridge, MA is regularly cleaned, and standard safety protocols are followed in accordance with public health authorities to prevent the spread of infectious disease.

Organization Overview

Guided by Unitarian Universalist principles and the Universal Declaration of Human Rights, UUSC is a human rights organization that strives to advance human rights, dismantle systems of oppression, and uplift the inherent dignity and power of all people. We focus our work in three intersectional areas of justice: Migrant Justice, Climate and Disaster Justice, and International Justice and Accountability. We center the voices and experiences of those most affected and strengthen those grassroots groups and movements who are organizing themselves to advance these goals. To accomplish this, we offer Justice Education and Leadership Development, Engagement and Mobilization for Advocacy, and Grantmaking and Partner Support.

Position Overview

The Accountants Payable Accountant will form an integral part of the Finance team at UUSC. They will support the professional execution of financial standards as laid out for not-for-profit organizations. Working closely with the Director of Finance and Senior Accountant, the Accounts Payable Accountant will have direct interaction with staff members across the entire organization. This is a *hybrid-work position*, with required work in office and flexible remote work arrangements as part of the regular schedule.

Responsibilities

- Process accounts payable, verify invoices, data entry, run checks and file accounts.
- Together with the Senior Accountant, prepare and maintain financial statements, records, and reports.
- Review general ledger accounts and correct journal entries.
- Perform account analysis and reconciliation, including bank statements and intercompany general ledger accounts.
- Maintain the general ledger chart of accounts.
- Post monthly, quarterly, and yearly accruals.
- Assist in maintaining grant tracking systems.
- Process check requests by verifying invoices.



- Together with the Senior Accountant and other accounting staff, work on issues related to payroll, sub- ledger maintenance, and general ledger entries and monthly reports.
- Perform specific duties assigned by the Senior Accountant and other accounting staff in preparation for and during the annual fiscal audit.
- Reconcile assigned accounts and update related schedules.
- Work with Senior Accountant to process 1099 forms at year end.
- Enter financial data and generate financial reports.
- Perform all other related duties as necessary or as directed by supervisor.

Minimum Qualifications

- 1-year relevant experience preferably in a not-for-profit organization
- Demonstrated relevant skills in staff accounting functions. Knowledge of general accounting procedures
- Strong technology skills desired, particularly expertise with Excel and working knowledge of databases
- Preferred knowledge of Abila/MIP accounting software
- Excellent attention to detail/s with ability to prioritize but remain flexible
- Solid organizational, multi-tasking and time management skills
- Provide high quality customer service to internal and external clients
- An ability to work independently as well as in a team
- Bachelor's degree Required (Accounting or Finance preferred)

Employment Benefits

UUSC offers a competitive, generous benefits package including health, dental, and life insurance, STD/LTD, 403(b) tax deferred annuity, retirement plan with 9% of salary contribution to pension plan after 1 year of service, flexible spending plans for medical and dependent care, commuter allowance, and generous paid time off.

Non-Discrimination and Equal Employment Opportunity

UUSC's mission affirms and celebrates the inherent dignity and power of every person. We are committed to creating a diverse and talented team to achieve that mission. UUSC is an Equal Opportunity Employer and is committed to the full inclusion of all. UUSC is deeply committed to ensuring that our organizational culture, policies, and employment practices embody equity and justice.

Interested candidates may email a cover letter and resume to employment@uusc.org

Or mail to: Unitarian Universalist Service Committee (Attn: Director of Human Resources)
689 Massachusetts Avenue, Cambridge MA 02139

For more information about the Unitarian Universalist Service Committee, please visit www.uusc.org