

Lawrence Communityworks, Inc.

Senior Accountant

Job Description

Lawrence Community works (LCW) is a nonprofit community development corporation working to transform and revitalize the physical, social and civic landscape of Lawrence. We do this through a growing network of residents and stakeholders who are building family and community assets, providing each other with mutual support, developing leadership skills, and engaging in collective action to advance an agenda for positive growth and change.

This full-time position leads different areas of work at LCW including but not limited to: Financial Management, Accounting. This person will serve as the in-charge **Accountant** for Lawrence Community Works, Inc and all its affiliates (LLCs governing each housing development).

Reporting to the Chief Financial Officer (CFO), and Controller the **Accountant** will be responsible for oversight of all Operating and Development finance, accounting, and reporting activities. The **Accountant** will be involved in supporting presentations to the board finance committee and will work to ensure strict GAAP adherence. The **Accountant** will lead all day-to-day finance operations with a budget of \$5 million. Preference will be for candidates who have worked as an **Accountant's** for four to five years. The **Accountant** ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.

Salary range \$ 70,000 to \$ 75,000

Job Responsibilities

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information for both Operations and Real Estate Development
- Maintain all accounts payable by proper coding, and entering of expenses. Prepare all check runs for signatures.
- Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance.
- Summarizes financial status by collecting information, preparing balance sheet, profit and loss, and other statements.
- Participate in the yearly budget process.
- Work with department Managers on their monthly Profit and Loss statements to ensure strict adherence to monthly expense budgeted.
- Maintain all bank accounts by timely reconciliations.
- Participate in month-end close activities including the preparation and review of journal entries and review of budget-to-actual reports.
- Reconcile intercompany accounts and post eliminating journal entries.
- Make certain all financial reporting deadlines are met.
- Assist the CFO in tracking and maintaining company insurance policies (except Employee Benefits, which are maintained by the HR Director).
- Prepares allocation and post them into accounting software (Abila).

- Preparation of payroll and holiday schedules.
- Perform such other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice.

Educational Qualification:

Should have at least a basic degree in accounting from **accredited University in US**. CPA qualification along with accounting would be preferred. Other CPA with a degree in economics and or an MBA with a major in accounting will also be considered or any other combination commensurate for this position.

Work Experience

- Should understand thoroughly the GAAP basis of accounting.
- Have experience in non-profit accounting and affordable housing real estate accounting experience.
- Through understanding of the double entry system.
- Ability to complete complex bank reconciliation accurately and correctly.
- Possess excellent computer and excel spread sheet skills.
- Thorough knowledge of general and subsidiary ledgers.
- Knowledge and experience in handing payroll and related taxes.
- Should be able to put a financial statement together.
- Skills to be thoroughly organized and be able to follow through with coworkers to obtain important paperwork.
- Outstanding communication skills in both verbal and writing.
- Outstanding interpersonal skills.
- Working knowledge in Abila/MIP software for non-profit organizations is preferred.
- Must have transportation and ability to travel.
- Should possess excellent knowledge and experience in organizing keeping accounting records.
- Be able to enter data quickly and accurately into the accounting system.

Benefits

- 80% health and dental coverage
- Retirement benefits
- Hybrid work environment (100% Onsite work require for the first 60 days)
- Flexible schedule
- Vacation Personal and Sick

Salary commensurate with experience and skills.

Please forward Cover letter and Resume to

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Chief Human Resource Officer

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