



the brookline center
for COMMUNITY MENTAL HEALTH

JOB DESCRIPTION

STAFF ACCOUNTANT

The Brookline Center for Community Mental Health is a leading Massachusetts provider of mental health care and community-based social services; a sought-after placement for training clinicians; and a trusted partner to more than 50 agencies working to improve the wellbeing of our community's most at-risk and vulnerable populations. The Brookline Center offers outstanding, affordable care to all who need us no matter their ability to pay, helping individuals, children, and families lead healthier, safer, and fuller lives, while building a stronger community for all.

POSITION SUMMARY

This role supports the Brookline Center's accounting functions, including general ledger closings, journal entries, reconciliations, financial reporting, and audit preparation. Responsibilities also include grant billing and reconciliation, back up to accounts payable and cash management, along with maintaining accurate records and assisting with special projects assigned by the CFO.

We are actively interested in ensuring that the Brookline Center for Community Mental Health represents a range of experiences and backgrounds. We welcome qualified candidates with diverse racial, cultural, multilingual, religious, class, and/or gender backgrounds, and experiences to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include but are not limited to the following)

Participate in monthly and annual general ledger closing

- Prepare and input monthly journal entries
- Reconcile assigned balance sheet accounts on a monthly basis
- Work with Development Dept. to reconcile Pledge Receivables between the General Ledger and Fundraising system
- Assist in monthly financial statement presentation
- Provide revenue and expense account analysis on a monthly basis
- Prepare required work papers for annual audit

Contract and Grant Revenue from the Accounting System

- Generate grant and contract revenue in the accounting system.
- Prepare invoices and ensure timely revenue recognition
- Revenue recognition
- Maintain back up records for grant and contract billing

Accounts Payable processing

- Code invoices
- Provide back up to the weekly check processing

Assist in Cash Management

- Back up to Reconciling activity from copay worklist from Admin Staff
- Provide coding of incoming checks
- Provide back up to check deposit process

- Provide back up to open mail and check log maintenance

Complete special projects as requested by the CFO

EDUCATION and/or EXPERIENCE

- Minimum requirement Bachelor's Degree in Accounting
- At least 1-3 years of experience directly related to specified responsibilities.

REQUIREMENTS

- Experience with Net Suite General Ledger System strongly preferred
- Intermediate Microsoft Excel and Word Skills systems required.
- Experience with fundraising accounting preferred
- Ability to organize and prioritize work tasks and meet required deadlines
- Ability to complete work thoroughly and accurately, utilizing approved systems of checks and balances
- Ability to communicate and work professional with peers
- Attention to detail a must

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

- Visual/hearing ability sufficient to comprehend written/verbal communication.
- While performing the duties of this job, the employee frequently is required to remain stationary, utilize a computer to access and input information, utilize other standard office equipment, move between workspaces, and lift/carry up to 10 pounds.

HOURS/BENEFITS/REIMBURSEMENT

This is a full-time salary position. The Brookline Center offers a supportive, mission-focused work environment; professional growth opportunities; competitive salaries; and a comprehensive benefits package that includes medical, dental and vision insurance, pre-tax savings and retirement plans, disability and life insurance, and generous paid time off. Additional compensation will be provided for care managers providing multilingual

EQUAL EMPLOYMENT OPPORTUNITY

The Brookline Center is an equal opportunity employer, committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.