



Bookkeeper

About the Brookline Center

The Brookline Center has been known throughout its history for ground-breaking, high-quality, accessible mental health care. In response to today's mental health landscape, the Center is re-imagining its core work as the transformation of mental health care through the design, development, and dissemination of mental health programs and services at the intersection of systems. While our outpatient clinic cares primarily for children and adults in Brookline and neighboring communities, much of the Center's work extends beyond Brookline and has a statewide, regional, and national impact.

To support and fuel the Brookline Center's growth and evolution, we are expanding our team. If you are interested in shaping the future of mental health and ensuring that care is effective and equitable for all, we would love to meet you.

Learn more about our work and impact at www.brooklinecenter.org.

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.

Position Summary

The Brookline Center for Community Mental Health is seeking to fill the role of Bookkeeper to assist the Chief Financial Officer with monthly general ledger closing, accounts payable, cash management, and various special assignments.

Responsibilities: (include but are not limited to)

Participate in monthly general ledger closing.

- Prepare draft entries including credit card expense and other entries as assigned.
- Collect and organize back up related to Credit Card Expense entries.
- Input Monthly Journal Entries as assigned.

Assist in Accounts Payable processing.

- Input Invoices that have been coded.
- Process weekly check run and mail out checks.
- Review Vendor Monthly Statements and resolve any payment issues.
- Obtain and input w-9 information as needed.
- Enter 1099 information into software based on reports provided, print and send out forms each January.
- Input Invoices paid by ACH process.

Assist in Cash Management

- Open mail and maintain check log.
- Reconcile activity from copay worklist from Admin Staff.

Complete special projects as requested by the CFO.

Qualifications:

- Associate or Bachelor's degree in related field preferred.
- Intermediate Microsoft Excel and Word Skills
- 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 professionally with peers.
- Attention to detail is a must.

Experience:

- At least 1-3 years of experience that is directly related to specified responsibilities. Proficiency in excel, windows-based software, and automated payroll and accounts payable systems required. Experience in NET SUITE preferred.

Salary, Hours and Benefits

Salary range: \$55,000-\$60,000 annually.

Placement within this range will depend on factors including the candidate's relevant experience, demonstrated skills, alignment with the role's responsibilities and internal equity. While the posted range represents our good-faith expectation of compensation for this position, the actual salary offered may fall toward the lower end of the range for individuals who are still developing skills or experience aligned with the role's full scope.

This is a full-time, in-person (40 hours/week) Monday – Friday position

Benefits:

- Employer matched 403(b) Plan
- Life Insurance.
- Long term Disability Insurance
- Health Insurance, Dental and Vision
- Healthcare FSA and Dependent Care FSA, and Health Savings Account
- Paid Family Medical Leave benefits
- Generous Vacation (3weeks first year, 4 weeks 2nd year) Sick (3 weeks) and Personal Time (4 days)
- 12 Paid Holidays and 1 Floating Holiday

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.