

CODMAN SQUARE NEIGHBORHOOD DEVELOPMENT CORPORATION

ACCOUNTANT

JOB DESCRIPTION

Duties and Responsibilities:

The Accountant is responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial report and statements and ensure appropriate accounting control procedures. And assist the Director of Administration and Finance in all accounting, financial and administrative duties of the NDC and its affiliates.

The primary duties and responsibilities of the Accountant will be as follows:

Accounting:

- Maintain general ledger, perform month end closing including journal entries and account review for all general ledger accounts and reconciliation between the general ledger and the subsidiaries.
- Process accounts payables invoice and the check process.
- Prepare 1099 Misc at year end.
- Deposit checks.
- Maintain accounts payable vouchers.
- Reconcile staff cash advance.

Reporting & Analysis:

- Preparation of monthly financial statement for the company and department and accompanying schedules
- Maintain various registers: Assets, Loans, Bank signatories, Grants, and Staff education

Annual Audit:

- Assist with annual audit. Complete required materials. Assist preparing assigned schedule for the annual audit.

Administration:

- General maintenance of computer system and coordinate with outside computer consultant
- File annual reports with Secretary of State

Other related duties, as required.