

## **JUNIOR ACCOUNTANT**

COMPENSATION: \$40,000 - \$55,000+

FLSA: Exempt

LOCATION: Boston, MA

CONTACT: [jobs@naca.com](mailto:jobs@naca.com) or 617-250-6222 ext.1221

BENEFITS: Comprehensive package: single/family health, vision, dental, 401(k) and more

WEBSITE: [www.naca.com](http://www.naca.com)

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### **NACA**

NACA is the country's preeminent non-profit homeownership and advocacy organization with over two million Members through over forty-five offices nationwide. Over the past thirty years NACA has established a track record that has earned both the respect and fear from others in the lending industry. NACA stands out in the following areas: 1) It is the most effective organization in the country in providing affordable homeownership; 2) It is the place to work to fight for economic justice for those dedicated and willing to work hard; and 3) It provides unprecedented opportunities for staff to do well financially by doing good.

Started in 1988, NACA has won campaigns against some of the country's most powerful companies and individuals that engaged in predatory and discriminatory lending. NACA's success is a result of its aggressive, confrontational advocacy and state-of-the-art systems and operations. The purchase program provides comprehensive counseling as HUD's largest housing counseling agency (through its Neighborhood Stabilization Corporation subsidiary) with access to NACA's Best in America mortgage: no down payment, no closing costs, no requirement for perfect credit and always at a below-market, fixed interest rate. NACA has over \$15 billion in mortgage commitments from the country's largest lenders to support this program. Through its HomeSave program for homeowners with an unaffordable mortgage, NACA is also the most effective in providing affordable solutions and has done so for over 250,000 at-risk homeowners nationwide.

Built on this track record of success, NACA is undertaking rapid expansion across the country with the hiring of many additional staff nationwide. NACA continues its aggressive advocacy in fighting for economic justice for low-to-moderate income people and communities. In addition to affordable homeownership, NACA takes on economic justice issues such as student debt, tax equity, income inequality, environmental and other issues. Employees at NACA have a tremendous impact on the communities and the Members they serve. For more information about NACA, its history and programs, visit [www.naca.com](http://www.naca.com).

### **JUNIOR ACCOUNTANT**

The Accounting Department is responsible for financial reporting and the general ledger management of NACA and its affiliates. Staff accountants are responsible for financial reporting, payroll, accounts payable, and other accounting functions. Financial reporting responsibilities include the completion of all monthly and standard journal entries and

computing monthly allocations and depreciation. Account payable responsibilities include review and processing of bills, vendors, checks, credit cards, ACH deposits, reimbursements, closings and other projects.

The Junior Accountant reports directly to and is supervised by the Accounting Director. All experience levels are encouraged to apply.

## **JOB RESPONSIBILITIES**

Payable processing responsibilities include:

- Post bills and check requests; prepare check runs; prepare and mail checks, submit positive pay data to the bank
- Setup payments as ACH in lieu of checks
- Setup new vendors and maintain the AP files in accounting software
- Prepare credit applications for new vendors/accounts as necessary
- Investigate and resolve problems
- Process rental payments
- Review benefit invoices

Company credit card reconciliation responsibilities include:

- Manage credit card processing
- Expense reimbursement processing and payment
- Obtain supporting documentation as needed
- Ensure compliance with travel and expense reimbursement policy

Other responsibilities:

- Handle bank reconciliations
- Maintain and organize cash receipts
- Process credit & membership refunds
- Work with staff accountant to train as backup
- Assists in annual audit by preparing assigned reports or providing documentation as directed by supervisor.

## **TIME DEMANDS:**

The Junior Accountant must be able to meet the demands of the job that consists of 50+ hours a week.

## **COMPENSATION:**

The salary range is between \$40,000 and \$55,000+ based on experience, skills, degrees, and certifications. The candidate's performance evaluation and future compensation is largely based on meeting the Job Responsibilities, Competencies and Skills stated herein.

## **JOB QUALIFICATIONS**

NACA seeks leaders with a positive and open attitude, a strong work ethic and relentless commitment to success with attention to detail. S/he is expected to have a high level of core competencies and skills as described in detail at [naca.com](http://naca.com).

## **EDUCATION & CERTIFICATIONS:**

- Associate's/ Bachelor's degree in Accounting or related field – Preferred

## **EXPERIENCE & SKILLS:**

- Accounting skills and demonstrated ability to apply sound judgment and analytics within the position scope and decision-making responsibility.
- Knowledge of nonprofit accounting preferred.
- Experience in Accounts Payable – Preferred
- Experience in bookkeeping for a multi-site organization preferred.
- Experience with accounting software programs preferable knowledge of the Intacct software.
- Strong PC Skills (Excel, Word, Outlook, etc.)
- Strong attention to detail and follow-through.
- Strong organizational skills.
- Ability to create and maintain systems that enhance organizational efficiency.
- Ability to work in a high-volume atmosphere and ability to meet deadlines in a timely fashion.
- Strong problem-solving abilities.
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed.
- Ability to write and speak languages other than English, particularly Spanish, is a plus.

## **APPLICATION PROCESS**

Applicants must complete the application at [www.naca.com](http://www.naca.com).

NACA is an equal opportunity employer. Minority and bilingual individuals, particularly those who speak and write in Spanish, as well as second change applicants are strongly encouraged to apply. To follow-up and for inquiries regarding this and other positions contact NACA's HR Department at [jobs@naca.com](mailto:jobs@naca.com) or call 617-250-6222 ext.1221.

This job description is solely for descriptive purposes with NACA reserving the right to make unilateral changes to this job description including the compensation for all staff or on an individual basis. NACA may also change the compensation during campaigns, activities and events at its discretion. This does not constitute a contract for employment. Nothing herein shall limit NACA in its sole discretion from terminating a Counselor for any reason or no reason with employment on an "at-will" basis.