



## Job Description

**Date:** October 27, 2017  
**Title:** Junior Accountant  
**Location:** Boston, MA

Capital Link is seeking a full-time, junior accountant with strong communication skills and quick learning capabilities to join our growing organization.

The position reports to the accounting manager and is responsible for processing specific transactions and monitoring the financial activities of Capital Link and related organizations.

The ideal candidate will be able to work independently and together with the accounting manager to accomplish the following:

### Primary Responsibilities:

- Prepare invoices and process accounts receivables
- Process accounts payables
- Handle employee expense reimbursements
- Perform monthly closings
- Complete bank reconciliations
- Assist with audit and 990 tax reporting preparation for all entities
- Conduct other accounting-related activities as requested

### Qualifications:

- Associates degree in Accounting required; Bachelor's degree preferred
- Minimum of 2 years accounts payable and accounts receivables experience
- Knowledge of accounting systems required; experience with MIP Fund Accounting a plus
- Demonstrated record of meeting deadlines, with strong organizational skills and commitment to accuracy.

As a rapidly growing entrepreneurial non-profit organization, Capital Link provides exceptional opportunities to its staff members. Position offers a competitive salary and benefits package. Interested candidates should send a cover letter, resume, salary history, and salary requirements to [hr@caplink.org](mailto:hr@caplink.org)

*Principals only. No phone calls, recruiters, or staffing firms please!*

**Capital Link is an Equal Opportunity Employer and takes affirmative action to ensure that applicants and employees are not discriminated against because of race, color, age, sex, sexual orientation, religion, veteran's status, military status, creed, physical or mental handicap/disability or national origin.**