



## Job Description

**Date:** May 2017  
**Title:** Junior Accountant  
**Location:** Boston, MA

Capital Link is seeking a full-time, experienced professional with accounting and communications skills to join our growing organization as a junior accountant. The position reports to the accounting manager and is responsible for processing specific financial transactions and monitoring the financial activities of Capital Link, Community Health Center Capital Fund, and related organizations.

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

### Primary Responsibilities:

- Process accounts payables
  - Process all payments in MIP accounting system
  - Ensure accuracy of all invoices (including coding) and that proper approvals are obtained in accordance with organizational policies
  - Process check runs
  - Process and record entries/ACH transfers associated with Capital Fund loans
- Prepare invoices/process accounts receivables
  - Generate invoices for all revenue sources including fee-based, foundations, and federally funded grants and agreements
  - Monitor and maintain grant requirements and compliance schedules
  - Processes lockbox payments and monitor AR aging report
  - ⊖ Maintain up-to date master client contact list
  - Ensure all documentation is properly filed
- Process American Express and employee expense reimbursement reports for all staff
  - Process expense report imports into MIP and perform reconciliations
  - Create electronic check request vouchers, initiate ACH for payment, enter electronic check in MIP
  - Invoice client for “billable” expenses as per terms of engagement agreements
- Monthly closings and annual audits
  - Perform activities related to monthly closings including the preparation of journal entries, depreciation, prepaid schedules, MOA transfers, and deferred revenue
  - Entering CDE ACH transactions into MIP
  - Tracking and reporting PTO to employees
  - Perform specific tasks and activities related to external audits for Capital Link and related entities such as preparing schedules, providing documentation, and answering questions.
- Other/Misc.
  - Establish new accounts in timesheet system/track revenue activities and new contracts
  - Participate in cash management and reconciliations
  - Assist with other activities to support the accounting function as requested

- Assist with audit preparation

**Qualifications:**

- Bachelor degree in Accounting or Finance
- Knowledge of US GAAP
- 1+ years accounts payable and accounts receivables experience
- Knowledge of accounting systems, preferably MIP Fund Accounting
- Strong knowledge of MS Word, Excel, and Outlook
- Commitment to the larger mission of expanding access to primary and preventive health care
- Health center experience or knowledge a plus
- Excellent communication skills
- Team and task oriented

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 Kathryn Graves at [graveskatl@gmail.com](mailto:graveskatl@gmail.com)

*No phone calls, recruiters, or staffing firms please!*

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