

TITLE: Accountant

LOCATION: NEIWPCC, Wannalancit Mills, 650 Suffolk Street, Suite 410; Lowell, MA 01854

BACKGROUND INFORMATION: NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise.

JOB SUMMARY: Works closely with all members of the fiscal team to ensure a timely month and year end close. Primary responsibilities will include the proper recording of expenses and reconciling of general ledger accounts. All work to be performed in adherence to the organization's fiscal policies and procedures to guarantee the integrity of the financial systems.

DUTIES AND RESPONSIBILITIES:

- Process check runs on a weekly basis
- Perform monthly balance sheet reconciliations
- Prepare journal entries as needed for month end close
- Maintain supporting documentation for all transactions
- Review GL coding to ensure accuracy
- Collaborate with internal departments to gather, analyze, and interpret financial data
- Assist with the closing of federal grants and fiscal year audit
- Other duties as assigned by the Comptroller

SUPERVISORY CONTROLS: Incumbent operates under the general supervision of the Comptroller, who provides instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and requirements. Independently performs tasks in an efficient and effective manner, using good judgment. Job performance is evaluated by the Comptroller.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also build NEIWPCC's culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

Based on assignment, incumbents of positions at this level may exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-5 technical or professional personnel; may exercise indirect supervision (i.e., through an intermediate level supervisor) over 6-15 technical or other personnel; and/or may exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 technical or professional personnel.

PREFERRED QUALIFICATIONS:

A bachelor's degree in one of the following: business administration or business management, accounting, or a related field.

At least three years of full-time or equivalent part-time, technical or professional experience in the above-mentioned fields, of which at least one year must have been in a professional capacity.

Personal Characteristics

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC and our partners.
- Approachable and diplomatic in all interactions.
- Able to manage change and articulate the “value case” for it.
- A team player who is inclusive and willing to help others.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to write concisely to express thoughts clearly and to develop ideas in logical sequence.
- Ability to exercise discretion in handling confidential information.
- Excellent organizational skills and the ability to prioritize key deliverables.

Special Knowledge and Skills

- Knowledge of GAAP principles and/or non-profit/grant accounting is a plus.
- Excellent computer skills, including Microsoft Excel.
- A problem-solver with high attention to detail.
- Able to multitask and prioritize to meet deadlines.
- Strong organizational skills.
- Strong verbal and written communication skills.
- Exposure of MS Dynamics SL (Solomon) software a plus.
- Knowledge of the principles and practices of accounting, including terminology.
- Ability to read and interpret documents such as financial reports, accounts and ledgers.
- Ability to perform mathematical calculations using formulas to solve accounting problems.
- Ability to follow oral and written instructions.
- Ability to prepare general and financial reports.
- Ability to maintain accurate records.
- Ability to exercise discretion in handling confidential information.
- Ability to work independently, and as part of a team.

REQUIREMENTS:

- A valid driver's license and access to own transportation is required.
- Attendance is mandatory at the annual All Staff Meeting (held the last Thursday and Friday in March each year).
- This is a full-time position. This position requires incumbent to be in the office or at the assigned work location Monday – Friday. After six months of employment, this position may be eligible for a partial telework schedule, subject to approval and determined by program and office needs. Telework schedules are authorized by the Executive Director.

SALARY: Salary dependent on level of education and experience

BENEFITS: Generous benefits package provided, which includes vacation, personal and sick leave, paid holidays as determined by office location; health, dental, disability and life insurance; retirement plan. This position requires the incumbent to work five days a week, 7 ½ hours per day, except for approved compensatory time.