

Worcester Community Action Council, Inc.
484 Main Street, 2nd Floor
Worcester MA 01608
(508) 754-1176
MEMORANDUM

Senior Accountant - Full Time, 37.5 Hours

We are seeking a dynamic Senior Accountant to fill this key position in our busy fiscal office, performing relatively complex accounting and grant/contract management duties. Responsibilities include working with program managers to develop grant budgets; monitor and report grant results, G/L maintenance and reconciliations, and participating in annual audits and program monitoring audits. Requirements include:

- Bachelor's Degree in Accounting required, advanced degree preferred;
- Five years relevant accounting experience, preferably in non-profit, grant-funded program environment
- Strong working knowledge of GAAP and financial statement preparation
- Experience with and knowledge of Federal OMB circulars and guidelines strongly preferred
- Experience with and knowledge of computerized accounting systems; MIP Fund Accounting Software a significant plus
- Excellent Microsoft Office skills, particularly Excel
- Ability to communicate effectively with internal customers and external agencies
- Solid problem-solving and team-building skills
- Demonstrated ability to foster and maintain cooperative relationships
- Ability to work and thrive in a fast-paced environment
- Strong interpersonal skills and written & verbal communication; ability to train, assist, and supervise fiscal staff as needed
- Must possess a customer service philosophy when working with program managers and a shared responsibility approach to fiscal matters
- Management or supervisory experience preferred
- Strong experience with a mission driven non-profit organization preferred

Full-time position working 37.5 hours/week; salary commensurate with experience. Excellent benefit package includes health, dental, life, 403(b) retirement plan with Agency contribution, Flexible Spending Account, voluntary benefits, paid holidays, vacation, personal and sick time.

Please include a salary history with cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608. Or via email, hr@wcac.net. AA/EOE. **Resumes must be received by September 16, 2016.**