

Finance Associate (Part-Time)

About Boston Scores

Boston Scores is a non-profit youth enrichment program headquartered in Jamaica Plain. Founded in 1999, Boston Scores is one of the largest out-of-school time youth programs in Boston, providing free after school & summertime soccer, poetry and service learning programs to more than 1,500 Boston Public School students each year. The Finance Associate will play an essential role in helping Boston Scores to pursue our mission.

About The Role

Reporting to the Director of Finance, the Finance Associate will be responsible for processing accounts payable and receivable, supporting the monthly and annual closing process, and assisting with payroll duties for an organization with a \$2M annual budget, 13 full time staff and up to 130 seasonal staff. This is a newly-created part-time position with an expectation of twenty hours per week. The scheduling of those hours is negotiable during the hiring process.

Responsibilities

Accounting

- Accounts Payable; receive and store electronically all vendor bills and reimbursement claims for weekly payment cycle, ensure purchasing policies are followed before issuing payments, enter bills into QuickBooks Online with appropriate accounts and classes, maintain vendor files
- Accounts Receivable: prepare invoices for donors and funders, send reminder notices for aging receivables
- Prepare and make bank deposits
- Preliminary monthly accounting cycle closing
- Prepare and enter journal entries under the direction of the Finance Director
- Assist the Director of Finance with the yearly audit

Payroll/HR

- Prepare and process new seasonal employee intakes for payroll and general onboarding
- Record payroll in QuickBooks Online
- Maintain organized system of documentation of all collected employment paperwork;

Qualifications

- At least one year of relevant finance experience, such as in a small business or non-profit environment
- Proficiency with Microsoft Excel and Google Suite
- Familiarity with Quickbooks Online or similar accounting software a plus
- Experience with payroll processing systems a plus

Qualities

- Must be reliable and able to prioritize tasks with deadlines
- Able to maintain a high level of confidentiality
- Strong attention to detail, with an ability to work well with established processes and procedures
- Appreciation of working with a staff and board committed to diversity and social justice. Successful candidates will share our commitment to these values.

Work Culture

Boston Scores is committed to recruiting and sustaining a diverse staff. We understand the importance of inclusivity and welcome you, as you are. Individuals from all backgrounds are encouraged to apply. All Boston Scores staff have the option to work remotely during the COVID-19 pandemic. Our headquarters is in the Brewery Complex in Jamaica Plain. Staff may choose to work some of their time at that space at their own discretion, though daily capacity is currently limited. ***Some in-person hours in Jamaica Plain will be required for on-boarding, bank deposits and for hard copy filing..***

Salary & Benefits

\$22 per hour. 20 hours per week. Flexible schedule. Professional development assistance.

Send resume and covering letter/email to kelly@bostonscores.org