

Job Title: Accounting Specialist
Pay: \$17/hr – Full Time position (35 hours/week) with benefits
Goal: To process ACT's day-to-day financial transactions.

Functions/Objectives:

- Accounts Payable
 - Process weekly accounts payable invoices and checks;
 - Code entries to appropriate expense accounts, cost centers, and funding sources; and
 - Maintain accounts payables records, including verification of EINs with IRS.
- Accounts Receivable
 - Record weekly receipts;
 - Make bank deposits and intra-bank transfers;
 - Record receipt information against contracts and grant payments; and
 - Record EFT deposits from Social Security Administration to Rep Payee accounts.
- Assist with Financial Reporting
 - Assist Manager with monthly financial reports and associated backup documentation;
 - Maintain records of expenditures for Client Assistance programs to assist with contractual spending obligations; and
 - Assist in preparing documents required for various annual audits (conducted by funders and external auditors).
- Other Duties
 - Assist in month-end closing tasks;
 - Assist with processing of Rapid Re-Housing payments;
 - Conduct financial analyses as required and answer routine questions;
 - Provide backup (as needed) to Office Administrator and Accounting Manager; and
 - Other duties as assigned.

Qualifications:

- Associates Degree in Accounting OR two years of accounting experience
- Highest regard for confidentiality
- Proficiency with Excel and accounting software; Abila MIP experience a plus
- Strong interpersonal and communication skills
- Ability to manage multiple tasks and projects under the pressure of deadlines
- Strong organizational skills and attention to detail
- Experience working in a fast pace environment and ability to respond to changes in a timely manner
- Creativity, flexibility, and ability to work as part of a team
- Ability to work with limited supervision (face to face and/or virtual) is expected
- Comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Non-judgmental attitude when working with people of diverse backgrounds and viewpoints



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What we offer full-time (35 hours per week) employees:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous Paid Time Off (PTO) Policy
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 100% up to 3% of pay

How to apply:

Send your thoughtful cover letter and resume to apply@act-ct.org with “Accounting Specialist” in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

Advancing CT Together, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.