

POSITION TITLE: Senior Associate, Finance and Administration

SALARY: Commensurate with experience

REPORTS TO: Chief Officer, Finance and Management Systems

POSITION SUMMARY:

Community Training and Assistance Center (CTAC) is seeking a dynamic individual to join its professional team. This hands-on position requires exceptional attention to detail, strong organizational and planning skills, and effective interpersonal skills. CTAC offer generous compensation and benefits, a work environment that promotes innovation and teamwork, and ample opportunities to learn and grow.

The Senior Associate, Finance and Administration will coordinate all facets of accounting administration and be responsible for recording all day-to-day financial transactions. Responsibilities include preparing month-end and year-end closing, general ledger, and supporting external audits, as well as ensuring overall compliance with internal controls and processes.

Additional responsibilities include supporting the organization administratively, assisting with human resources, participating in projects as needed, and working closely with the complete CTAC team. This position is based in the Boston/Worcester metropolitan area and reports to the Chief Officer, Finance and Management Systems.

MAJOR RESPONSIBILITIES:

- Manage the full accounting cycle, A/R, A/P, Payroll through General Ledger and month end close, ensuring complete and accurate financial information and reports. This includes account reconciliations, accruals and journal entries.
- Prepare monthly and quarterly financial statements for management and the Board.
- Coordinate and prepare year-end audit working papers, account reconciliations, and other schedules or documentation as requested by the auditors.
- Comply with federal, state, and local legal requirements, including grant reporting requirements; filing reports and advising management on needed actions.
- Assist with human resource management and employee benefits.
- Support CTAC administration, communications, social media, and technology needs.
- Provide project support, including preparing internal and external reports and proposals.
- Maintain working relationships with internal and external teams.
- Accept responsibility proactively for other projects and duties as business needs arise.

QUALIFICATIONS:

- Bachelors' degree in Accounting or Finance preferred.

- 3 or more years of experience in a full charge bookkeeper or general accounting role within small, fast-paced organization. Prefer knowledge of non-profit accounting.
- Must have a strong work ethic, accuracy and thoroughness, organizational skills, and attention to detail, presentation, and confidentiality.
- Strong technical skills including a high level of proficiency in Excel and Word, and a working knowledge of accounting applications. QuickBooks experience is preferred.
- Effective communication and interpersonal skills, demonstrated ability to write reports and correspondence, the ability to multi-task, and work effectively with many constituencies.
- Ability to work independently and as part of a team, in virtual and physical office settings.

APPLICATION PROCESS:

This position is open until filled. Please send resume, cover letter with salary requirements, and a writing sample to: Cathi Leone, Chief Officer, Finance and Management Systems, at cleone@ctacusa.com.

CTAC is an equal opportunity employer and state-certified minority non-profit organization. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, marital or domestic partner status, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by law.

ORGANIZATION DESCRIPTION:

Community Training and Assistance Center (CTAC) is a national non-profit that partners with schools, districts, states and community organizations to build their capacity for educational innovation and community development. We provide technical assistance, conduct research and evaluation, and inform public policy to drive and support educational innovation and responsive community change. CTAC achieves significant, long-term improvements for our partners to create equitable opportunities and healthy, vibrant communities.

For additional information regarding CTAC, please visit www.ctacusa.com.