



Junior Accountant – Worcester, MA

The Junior Accountant is a dual role between Finance and administration support to Financial Services. The Junior Accountant is responsible for the processing of Payables and Receivables for RCAP Solutions, subsidiaries and Properties. This includes maintenance of vendor accounts and source documents. This position is also responsible for maintaining loan software and reconciliation of loan borrower accounts.

Key Responsibilities

- Data entry for accounts payable/accounts receivable for RCAP and Properties.
- Timely processing of Check requests for RCAP, subsidiaries and Properties, taking advantage of discounts and enforcing our terms for Net 30.
- Monthly reconciliation of all A/R for RCAP & A/P for Properties and RCAP accounts.
- Maintain files and source documents for both Payables and Receivables
- Prepare cash deposits/disbursements for RCAP and Properties.
- Prepares cash deposits for HAP.
- Back-up for daily on-line check depositing.
- Process Purchase Orders to include required documentation from vendors (W-9, quotes, etc.) in accordance with policy and procedures.
- Provide clerical support to Accountants to include entry into MIP of journal entries, etc.
- Setup vendors to include W-9 and 1099 information and report accordingly.
- Perform other duties as required.
- Mails checks and appropriate documents to vendors.
- Completes monthly vendor checklist.
- Back up for A/P check run.
- Prepares cash deposits/disbursements for Financial Services.
- Prepares communication to borrowers for disbursements.
- Maintains borrower disbursement and loan balances in Excel.

Education and Experience Requirements

- A minimum of 12 credit hours in Accounting;
- Accounting degree preferred
- Two years related experience in accounting to include Payables and Receivables.
- Proficiency in Excel, MS Word and a computerized accounting system required; MIP or similar software experience preferred.

Location – Worcester, MA

Grade Level: 15

Compensation and Benefits: RCAP Solutions, Inc. offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 13 paid holidays, STD/LTD, etc.

To Apply: Send cover letter and resume to our Human Resources Department or Email: HR@rcapsolutions.org or Fax: (978) 630-2751.

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