



Junior Accountant

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 accounting support and monthly federal/state check processing.

Key Responsibilities:

- Data entry for accounts payable/accounts receivable for RCAP and Properties.
- Maintain files and source documents for both Payable and Receivables.
- Prepare & Enter Deposits for RCAP & HAP
- Daily on-line check depositing.
- Process weekly & monthly Federal & State check runs.
- Process Purchase Orders to include required documentation from vendors (W-9, quotes, etc.) in accordance with policy and procedures.
- Complete Monthly Vendor checklist & Open Purchase Orders
- Month-end Postage Allocation Entry & Reconciliation
- Provide clerical support to Senior Accountants to include entry to MIP of journal entries, etc.
- Setup vendors to include W-9 and 1099 information and report accordingly.
- Mails checks and appropriate documents to vendors.
- Back up for A/P check run.
- Prepares cash deposits/disbursements for Financial Services.
- Perform other duties as required.

Education Requirements:

- Four (4) years of college with a degree in Accounting or the equivalent.

Experience Requirements:

- Two years related experience in accounting to include Payables and Receivables.
- Proficiency in Excel, MS Word and computerized accounting system required; MIP or similar software experience preferred.

Certifications or Licensures:

- Valid Driver's License.

Working Conditions:

- Typical office environment

Interested candidates, should submit a resume and cover letter to HR @rcapsolutions.org

Location –Worcester, MA

Grade: 16

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

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