



## **Staff Accountant**

RCAP is currently seeking a highly motivated and qualified individual to join our accounting team located in our Worcester, MA office. The staff accountant will maintain general ledgers and subsidiary journals related to one or more funds through trial balance. The staff accountant will be responsible for rental assistance billing, cash management, and other monthly accounting processes. This position will also be involved in accounting and compliance related projects.

### **Essential Functions:**

- Monthly Rental Assistance billing & reconciliations
- Review Rental Assistance data and understand the program guidelines to properly account for transactions
- Enter and reconcile RCAP & Properties accounts receivable
- Create, enter and post required journal entries
- Prepares and sends financial reports to the funding sources according to the contract requirements
- Monitors bank accounts and cash management for RCAP & HAP
- Responsible for analyzing the general ledger for accuracy and reconciliations of all accounts
- Assist in preparing schedules for all annual audits
- Prepare and enter monthly allocations
- Follow month-end closing procedures
- Distributes monthly revenue & expense reports to leadership
- Assist with RAFT/ERAP and other emergency housing funding- research returned checks in the software, void checks, run reports, etc.
- Back-up for all weekly, mid-month, and first of the month check processes
- Assist with annual budget and mid-year forecast process
- Analyze general ledger and data from multiple software packages to prepare accurate financial forecast
- Assist with short-term and long-term projects involving both accounting and compliance.

### **Education & Experience Requirements:**

- Four years college with a degree in accounting or equivalent
- Must be detail-oriented
- Ability to multi-task and follow instructions
- Work independently and within a team environment
- Organize and prioritize work
- Desire to grow and learn the complexities of our organization
- Ability to learn and use multiple software packages



**Working Conditions:**

- Typical office setting to include the ability to spend long hours sitting and using office equipment and computer
- Move regularly from sitting to standing position as well as frequently bend to file and maintain files.
- Ability to work on repetitive tasks and use fine motor skills to handle and control objects.

**Location – Worcester, MA**

**Grade: 16**

**Compensation and Benefits:**

RCAP Solutions, Inc. offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 14 paid holidays, STD/LTD, etc.

**To Apply:**

Interested candidates should submit a resume and cover letter to: [HR@rcapsolutions.org](mailto:HR@rcapsolutions.org) or fax: (978) 630-9651

191 May Street • Worcester, MA 01602

800.488.1969 • TTY 978.630.6754

Fax: 978.630.9651 • [www.rcapsolutions.org](http://www.rcapsolutions.org)