

**Job Description – Junior Accountant**

**Location: Roca Chelsea**

**FLSA Classification: Non-Exempt**

**Organizational Overview**

Roca has been serving young people in Massachusetts since 1988. We currently serve over 1,000 young people across 21 communities in Massachusetts, with three fully operating sites in Chelsea, Boston, and Springfield, and two satellite sites in Lynn, and Holyoke, MA. A fully operational replication opened in Baltimore, MD in Summer 2018. All of our sites serve high-risk young men, and our Chelsea and Springfield sites also serve high-risk young mothers.

Roca's work is based on the theory that young people, when re-engaged through positive and intensive relationships, can change their behaviors and develop life, education, and employment skills to disrupt the cycles of poverty and incarceration. Roca's Intervention Model engages the highest-risk 16-24 year olds in a long-term process of behavior change and skill building opportunities. Understanding that meaningful change doesn't happen overnight, we deliver an Intervention Model that is four years long and allows for relapse during the process. We know that lasting change requires a safe space to grow and to flex newly acquired decision-making skills. If a young person is seeking change or can make it through our model without relapsing, then they are not a candidate for Roca and can likely be served by a less intense program.

Our Intervention Model is a cognitive-behavioral intervention based on the evidence-based practices of community corrections. It is the only community corrections model that is delivered on the street, to high-risk young people, by a non-mandated authority. The Intervention Model has five components: Relentless Outreach, Transformational Relationships, Tailored Programming, Engaged Institutions, and Performance Based Management.

**Position Overview**

The Junior Accountant is an organized, ambitious, detail-oriented and self-motivated individual who will support the Chief Financial Officer and the Finance Department of Roca. Under the supervision of the Accounting Manager and Chief Financial Officer, the Junior Accountant responds quickly and with good judgment to a variety of situations in a fast-paced environment and handles sensitive information in a professional manner, working with staff at all levels of the organization. Under the supervision of the Accounting Manager, the Junior Accountant will be primarily responsible for the processing of the bi-weekly payroll, support the coordination of employee benefits, process Accounts Payable and other duties as the CFO may direct.

**Job Responsibilities**

- Be responsible for accounting for the Roca Pallin division of Roca including:
  - Reconciliations
  - Financial statement preparation
  - Budgeting and forecasting
  - Working with the Buildings and Auto Manager to ensure they understand the financial implications of the decisions made and being considered as well as jointly developing the forecast and budget for Roca Pallin
- Assist with the transition of the old general ledger system to the new Sage 100 Fund Accounting system.

- Manage the tracking of the fixed assets inventory
- Post journal entries
- Coordinate the collection data for various audits, including the annual financial audit
- Track, issue and submit annual escheatment filing for stale checks for both Roca and Pallin
- Provide support for Accounts Payable
- Assist with the bi-weekly payroll process
  - Accurately Process bi-weekly payroll using the online ADP Payroll System.
  - Ensure all employee time sheets are received and have been approved prior to payroll processing.
  - Quickly and accurately, correct any errors with an employee's paycheck.
  - Ensure accuracy with employee paid time off balances.
  - Process all payroll wage adjustments timely (next payroll cycle).
  - Develop and generate payroll reports from ADP Report
  - Maintain Payroll
- Process management reports as required.
- Maintain positive relations with management, staff and colleagues.
- Be a positive role model for participants and youth staff.
- Take on other duties within the Finance Department as assigned.

### **Qualifications**

The very nature of Roca's work requires an individual of great commitment and energy to the mission. Roca seeks a highly driven individual who is a good fit both personally and professionally for the culture of Roca. In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high-risk youth, and demonstrate interest in coaching and supporting coworkers.

### **Roca expects candidates to have the following skills:**

- Understanding and experience working with street involved high-risk young people.
- Capacity for creative problem-solving, conflict resolution, violence prevention
- Strong written and oral communication skills.
- Capacity to think and act intentionally and strategically to help young people change behaviors
- Creative problem-solving and thinking
- Excellent at organizing, managing and completing multiple complex projects and tasks simultaneously with thoroughness, accuracy, timeliness and good humor.
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential
- Ability to work as a part of a team.
- High level of attention to detail and organization
- Ability to multi-task
- Excellent communication skills are all essential to this position.

### **Requirements for the position:**

- BA preferred in Business, Finance or Accounting/Equivalent experience accepted
- Ability to travel around the service area

- Proficient in spreadsheets, databases, MS Office and financial software applications. Familiarity with MAS 200 or Sage 100 Fund Accounting software is a plus.
- Valid state issued driver's license
- Criminal background and current driving record check required
- Willingness and ability to work outside of normal business hours, and Holidays and/or weekends as needed.
- Working with diverse cultures