



Accounts Receivable and Payroll Specialist

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a 44-year-old non-profit organization with the mission of promoting equitable development and equal opportunity in Jamaica Plain and adjacent Boston neighborhoods through affordable housing, community organizing, and economic opportunity initiatives that improve the lives of low- and moderate-income people and create a better community for all.

JPNDC is seeking an experienced professional to serve as a Accounts Receivable and Payroll Specialist. This person will be responsible for all phases of Accounts Receivable and Payroll.

- Prepare deposits and post all transactions on a daily basis for nonprofit entities this includes (not limited to) grants, asset management fees, childcare payments and credit card transactions.
- Deposit , track and enter rent payments for Commercial Properties
- Preparing invoices and monthly statements for Commercial Property tenants
- Prepare monthly invoices for Child Care program
- Reconcile and monitor all accounts receivable ledgers to ensure that all payments are accounted for; properly posted and delinquent tenants are properly identified.
- Prepare tenant CAM, OCE, HVAC reconciliations and true-ups in accordance with the terms of the lease agreement.
- Verify tenant discrepancies and resolve tenant billing issues
- Record and process donation report and reconcile Classy and WePay to ensure they are reported properly.
- Process and record payroll on a bi-weekly basis
- File annual reports for all entities.
- Reconciling and reporting of our Micro-Loan program.
- Provide backup for accounting team as needed.
- Maintain grant funds
- Monitor grants and provide updates to Director of Finance, and program managers.
- Prepare and submit monthly and quarterly invoices for grant reimbursement.
- Prepare Assets Management fee invoices yearly.
- Perform other related duties as required.



General Qualifications

- Must have experience with multiple entities
- Must have Nonprofit accounts receivable experience
- Must have Commercial Property accounts receivable experience
- Strong communication skills
- Ability to demonstrate good common accounting sense and sound judgement

Specialized Education and Experience

- Bachelor's Degree in accounting, will consider a candidate with long term experience.

Employment Terms: This is a full time position salary range \$55,000 to \$65,000 based on experience.

Send cover letter and resume to: Virginia Hampton, Human Resources and Administration Manager., Jamaica Plain Neighborhood Development Corporation, 31 Germania Street, Jamaica Plain, MA 02130, Fax: 617-524-3596, email: vhampton@jpndc.org. No phone calls please.

POSITION OPEN UNTIL FILLED

JPNDC is an Affirmative Action/Equal Opportunity Employer