

Junior Accountant – Full Time

Isles is currently seeking a detail-oriented individual to serve as Junior Accountant. This position will play a critical role in Isles' operations by performing all accounts payable and receivable functions in a timely manner. We seek an experienced professional with strong analytical, time management and communication skills who will be adaptable to change and who will thrive in a fast-paced environment. They must welcome the challenges associated with working in a multi-service organization supported by a large number and type of funding sources. Reporting to the Assistant Finance Director, they will have the opportunity to join a dynamic and highly accomplished team at one of the most innovative and successful nonprofits in the region.

Essential Functions of the Position:

- Ensure that all vendor invoices are processed timely and accurately with appropriate documentation and approvals
 - Ensure that invoices are appropriately coded for general ledger and grant reporting
 - Communicate with vendors as needed and take initiative to obtain needed information
 - Process complex vendor allocations by spreadsheet and ensure timely payments
 - Research and resolve invoice discrepancies and payment issues
 - Maintain and create accounts payable aging
 - Coordinate integration of data into general ledger
 - Prepare monthly invoices and monitor accounts receivable for prompt payment
 - Process cash receipts
 - Apply AR and cash disbursement entries
 - Regularly reconcile all general ledger accounts
 - Regularly reconcile Salesforce with MIP
 - Prepare adjusting entries, monthly and year-end closing entries
 - Work with team to automate accounting processes through Excel uploads
 - Manage monthly integration of real estate accounting from external property management company
 - Assist with year-end audit
 - Complete special projects as needed
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Base Qualifications for the Position:

- Associates degree in accounting or higher preferred
- At least 2 years related work experience, preferably in the non-profit sector
- An understanding of GAAP
- Complete discretion with private, personal, and confidential information required
- Expertise in Microsoft Excel; proficiency in Outlook and Word required
- Knowledge of MIP accounting software preferred
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Excellent analytical skills, thoroughness and attention to detail

Applicants should email cover letter and resume to hr@isles.org. Application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.