New England Life Flight, Inc. d/b/a Boston MedFlight
Personnel Policies

Job Description

I. POSITION Accounting Assistant

II. PRIMARY PURPOSE
Under the direction of the Accounting Manager, the Accounting Assistant will process and record daily accounting functions relating to cash receipts, cash disbursements and accounts payable.

III. ESSENTIAL DUTIES
A. Post and reconcile monthly cash receipts and cash disbursements
B. Assist in preparing month end and year end schedules as required for monthly closing and annual audit
C. Financial analysis of accounts and research as needed
D. Assemble, review and verify invoices and check requests
E. Match invoices to purchase orders ensuring appropriate approvals have been received
F. Investigate and resolve problems associated with processing of invoices and purchase orders including clarification of any unusual or questionable invoice items or prices
G. Verify and calculate all extensions and totals in invoices, accounting for discount opportunities when applicable
H. Code expenditures to proper accounts and cost centers
I. Upload invoices into the organization’s accounting and accounts payable systems
J. Pay vendors using batch check runs, wire transfers and ACH transactions and monitor vendors’ accounts to ensure payments are up to date
K. Pay employees by receiving and verifying expenses to ensure compliance with organization’s financial policies and procedures
L. Reconcile credit card statements and match transactions to receipts prior to processing
M. Perform monthly vendor payment reconciliation
N. Prepare and distribute 1099s to vendors and required governmental agencies
O. Correspond with vendors and respond to inquiries
P. Maintain confidentiality of organizational information

IV. POTENTIAL DUTIES
A. Unrestricted travel
B. Assigned administrative duties
V. MINIMUM QUALIFICATIONS
   A. Minimum 1-3 years accounts payable experience required
   B. Solid understanding of basic bookkeeping and accounts payable principles
   C. Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs
   D. Knowledge of general accounting principles, regulatory standards and compliance requirements
   E. Strong Excel and general math skills
   F. High degree of accuracy, attention to detail and confidentiality
   G. Strong interpersonal and communication skills
   H. Must be able to speak, read, write and comprehend the English language without restriction
   I. Must be able to maintain peer accountability, be an effective problem solver and maintain professional demeanor and confidentiality at all times
   J. Must be a self-motivated individual willing to take initiative and able to function with minimal supervision

VI. NOTES
    An FBI background and CORI checks will be performed prior to employment.

How to Apply:
Please visit our career center by clicking here to submit an application and résumé.

Or mail to:
   Human Resource Manager
   Boston MedFlight
   150 Hanscom Drive
   Bedford, MA 01730

For More Information
Please visit our website to get more information about current job opportunities and our program.
   www.bostonmedflight.org