

## Job Description

### I. **POSITION** Staff Accountant

### II. **PRIMARY PURPOSE**

Under the direction of the Accounting Supervisor, process, record, and reconcile all accounting and finance activity.

### III. **ESSENTIAL DUTIES**

- A. Accounts payable processing including reconciliations, postings and payment
- B. Resolve invoicing discrepancies with vendors
- C. Preparation and posting of all journal entries
- D. Preparation and posting of all cash receipts and disbursements
- E. Preparation of all monthly and quarterly reconciliations
- F. Assist in preparation of schedules required by the auditors
- G. Assist in information gathering for quarterly and annual tax filings including 1099's, excise tax returns, and other returns
- H. Financial analysis and research as required
- I. Assist in compliance audits

### IV. **POTENTIAL DUTIES**

- A. Unrestricted travel
- B. Assigned administrative duties

### V. **MINIMUM QUALIFICATIONS**

- A. Minimum 1-3 years experience required and accounting/business degree preferred
- B. Knowledge of email and computer systems (Excel, accounting software)
- C. The ability to maintain a high level of confidentiality
- D. Strong interpersonal and communication skills
- E. Must be able to speak, read, write and comprehend the English language without restriction
- F. Must be able to maintain peer accountability, be an effective problem solver and maintain professional demeanor and confidentiality at all times
- G. 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.

### VII. **How to Apply**

Please send cover letter of introduction and résumé via email to:

[HR@bostonmedflight.org](mailto:HR@bostonmedflight.org)

Or mailed to:

Human Resource Manager  
Boston MedFlight  
Robins Street, Hangar 1727  
Hanscom Air Force Base  
Bedford, MA 01730

### VIII. **For More Information**

Please visit our website to get more information about current job opportunities and our program. [www.bostonmedflight.org](http://www.bostonmedflight.org)

Est. 7/03, rev 1/09, 8/10

