



Your Life. Our Mission.

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

Job Description

I. POSITION Staff Accountant

II. PRIMARY PURPOSE

Under the direction of the Accounting Manager, the full-time Staff Accountant will process, record, and reconcile all accounting and finance activity.

III. ESSENTIAL DUTIES

- A. Shared preparation and posting of all journal entries
- B. Shared preparation and posting all cash receipts and disbursements
- C. Shared Preparation of all monthly and quarterly reconciliations (i.e.: receivables, prepaids, accruals, and revenue accounts)
- D. Shared responsibility of accounts payable processing including coding, posting, and payments
- E. Shared responsibility in resolving invoicing discrepancies with vendors and provide tax exempt status to vendors
- F. Assist in preparation of year end schedules required by the auditors
- G. Understanding of multiple company programs and how to allocate revenues and costs
- H. Assist in information gathering for quarterly and annual tax filings including 1099's, excise tax returns, and other returns
- I. Maintain accuracy of the general ledger
- J. Financial analysis and research as required
- K. Assist in third party billing compliance audits
- L. Assist in the budget process
- M. Process and maintain fixed assets and depreciation module
- N. Shared responsibility in reconciliation of charges to the corporate credit card

IV. POTENTIAL DUTIES

- A. Unrestricted travel
- B. Assigned administrative duties

V. MINIMUM QUALIFICATIONS

- A. Minimum 2-4 years of experience required with an Associate's Degree in accounting and/or strong bookkeeping skills
- B. Knowledge of email and computer systems (Outlook, Microsoft Word and Excel, Abila-MIP Fund Accounting)

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- C. Strong Excel Skills
- D. The ability to maintain a high level of confidentiality
- E. Strong interpersonal and communication skills
- F. Must be able to speak, read, write and comprehend the English language without restriction
- G. Must be able to maintain peer accountability, be an effective problem solver and maintain professional demeanor and confidentiality at all times
- H. 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

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