



**Title:** Accountant/Bookkeeper (Part-Time)

**Summary of Position**

The Accountant/Bookkeeper is a member of the Operations team, supporting the Chief Financial & Operating Officer, and will primarily support the financial management of a \$3M budget organization. The position will focus on accounting duties and assist with the preparation of financial reports that present CMCB's assets, liabilities, revenues and expenses, and other financial activities. Duties include but are not limited to: general ledger maintenance, bank and account reconciliations, financial and budget report preparations, monitoring internal controls, and payroll processing support. The individual will come with sound judgment, strong organizational, problem-solving, and time management skills. High degree of accuracy and attention to detail is required.

**Status:** Part-Time (10 – 20 hours per week)

**Start Date:** May/June 2021

**Reports to:** Chief Financial & Operating Officer

**Works Closely With:** Chief Financial & Operating Officer (CFOO), Human Resources & Business Office Manager, Operations Staff, Advancement Staff, Community Engagement Programs Staff, Executive Director

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**Responsibilities**

**Accounting**

- Record all accounting transactions, correcting/adjusting entries, and closing journal entries in accordance with established procedures and generally accepted accounting principles
- Support the accurate and timely monthly and year-end close along with the reporting of all monthly financial information
- Process invoices and payments and manage contracts and receivables
- Review, prepare, examine, and analyze accounting records, financial statements, and other financial reports, such as monthly balance sheets, profit and loss statements with variance, expense forecasts, etc
- Maintain chart of accounts and assign entries to proper accounts
- Monitor the organization's use of its different bank accounts and line of credit
- Monitor and project cash flows for the organizations bank accounts and line of credit usage



- Assist with monthly reconciliation of credit cards
- Allocate expenses by account and class on a monthly basis
- Maintain the monthly schedule of temporarily and permanently restricted contributions
- Ensure strong professional relationships with auditors and other external financial constituencies
- Participate in the annual independent audit by coordinating preparation of information requested by auditors and respond to auditor inquiries
- Work with Registration staff to record earned revenues, Advancement staff to record contributed revenues, and Programs staff to record contract revenue
- Support HR/Business Office Manager with payroll data processing
- Record gains/losses from investment statements on a monthly and annual basis
- Other duties as assigned

### **Budget Management Support**

- Maintain budgets and produce monthly budget to actual reports
- Participate in the preparation of an annual budget and provide forecast and analysis of variances
- Assist with monthly budgeting of cash flows and monitoring endowment fund transfers
- Other duties as assigned

### **Qualifications**

#### **Essential**

- Bachelor's Degree in Accounting, CPA preferred
- Minimum of 5 years of professional experience in accounting and bookkeeping
- Proficiency in QuickBooks Online required
- Proficiency in using Microsoft Excel for analysis and reports
- Prior experience in nonprofit work required
- Working knowledge of generally accepted accounting principles
- Working knowledge of accrual accounting
- High attention to details
- Knowledge of payroll processing systems (e.g. ADP) helpful
- Ability to work in a hybrid remote / in person work environment
- Ability to function within a diverse, inclusive, and culturally-responsive environment
- Interest in the arts or music preferred



### **Compensation and Benefits**

Salary - \$30 - \$35 / hour

Benefits include non-contributory 403(b) retirement plan and discounts on music instruction at CMCB.

### **Application Instructions**

Please send a cover letter and resume by email to [jobs@cmcb.org](mailto:jobs@cmcb.org). Please address the cover letter to Meghan Jasani, Chief Financial & Operating Officer. **Application deadline is April 30, 2021.**  
*Please, no phone calls or walk-ins.*

### **ABOUT COMMUNITY MUSIC CENTER OF BOSTON**

Community Music Center of Boston is an arts education nonprofit founded in 1910, with a mission to transform lives by providing equitable access to excellent music education and arts experiences. Over 4,000 students participate in our programs every week. We are proud to act as the largest external provider of arts education to the Boston Public Schools, supporting rigorous, relevant, and culturally-responsive musical instruction for one of the most diverse school districts in the nation. CMCB's Community Music School Division offers lessons, group classes, ensembles, and early childhood programming at our headquarters in Boston's South End. Our Community Engagement Programs operate in partnership with a dozen public schools, a dozen social service agencies, and a variety of community centers, housing developments, and charter schools, supporting programs throughout virtually every neighborhood in Boston, in-school, after-school, and in the summer.

Community Music Center of Boston is committed to recruiting and fostering a diverse community of staff and students and is proud to be an **Equal Opportunity Employer**. Women, BIPOC, LGBTQIA+ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.