

Position Title: Staff Accountant

C4 Innovations (C4) is a woman-owned, mission-driven small business that advances recovery, wellness, and housing stability for people who are marginalized. We are committed to reducing disparities and achieving equitable outcomes. We partner with service organizations, communities, and systems to develop and implement research-based solutions that are person-centered, recovery-oriented, and trauma informed.

C4 is committed to creating and maintaining a diverse workforce. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups; this includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or serious mental health conditions, and lived experiences of homelessness or recovery from substance use disorder. C4 is an affirmative action-equal opportunity employer.

C4 is seeking a remote Staff Accountant to join its accounting team. The Staff Accountant will be a hands-on professional with both a strong attention to detail and service orientation. This position will report to the Controller and will work in close partnership with the Company's operations and client service teams.

The successful candidate will be a talented professional with a passion for continual learning and development, capable of performing detailed work, with a strong ability to work in a team environment handling multiple commitments simultaneously.

Responsibilities include but are not limited to:

- Preparing client invoices and overseeing collections
- Managing accounts payables including recording invoices and preparing disbursements
- Supporting employees in submitting their expense reports; reviewing and ensuring accuracy of expense records; reconciling monthly credit cards
- Assisting the Controller in preparing journal entries, performing monthly and year-end closings
- Identifying and remedying discrepancies by analyzing data and reporting information timely and accurately
- Supporting others on the finance team with overflow items as needed including monthly budget to actual reports and synthesizing data for reporting to the operations and senior leadership teams
- Other duties as assigned.

Requirements:

- Associates Degree or higher and 2 years of experience in accounting, or 4+ years of experience in accounting preferred
- Demonstrated accounting experience in reconciling accounts and bookkeeping, superb attention to detail
- Strong communication skills, both written and verbal
- Proficiency with databases, and other Microsoft Office tools; experience with Deltek Costpoint applications a plus
- Excellent and adaptable team-player; a willingness to do whatever it takes to help the team move forward
- Comfort with taking initiative and working independently
- Solutions-oriented; the ability to effectively problem solve and rebound from setbacks



617 467 6014 | c4innovates.com
117 Kendrick Street, Suite 300
Needham, MA 02494 USA

- Ability to work effectively in a virtual environment

Location: C4 Innovations' main office is in Needham, Massachusetts. We also have employees living across the U.S. This position can be located anywhere in the U.S.

To apply, please send a cover letter, salary requirements, and resume with "Staff Accountant" in the subject line to Human Resources at apply@c4innovates.com. **Deadline to apply is May 19, 2022.**

