

**Senior Accountant Sought**

The Community Development Partnership (CDP) seeks a Senior Accountant to provide bookkeeping and accounting support to the organization. The Community Development Partnership leads the Lower Cape in building a diverse year-round community of people who can afford to live, work and thrive here. To accomplish our mission, we promote, develop and manage affordable housing; nurture the launch and growth of small businesses; and facilitate collaboration with business, non-profit and government partners.

**The Organization**

At the Community Development Partnership, we create opportunities for people to live, work and thrive on the Lower Cape (Harwich, Chatham, Brewster, Orleans, Eastham, Wellfleet, Truro & Provincetown). We preserve existing homes, and create new affordable rental opportunities. We support and strengthen local small businesses, as they start-up and grow. We protect our fragile natural environment.

For 28 years, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, clients, business owners and community leaders in setting our priorities.

The CDP has a full time staff of 16 professionals and an annual budget of $3.4 M.

**Senior Accountant**

The Senior Accountant is a senior position serving under the Chief Financial & Operations Officer in the Financial Department of CDP. This position shares fully in organizational financial and administrative policy discussions, and occasional program planning, implementation and evaluation. The Senior Accountant will be responsible for in-depth financial accounting including all of the accounting requirements related to GAAP rules, and how to perform accrued and cost allocation accounting. Additionally, the incumbent provides appropriate checks and balances and ensures that fraud, waste and abuse are mitigated for the organization. In addition to implementing efficiencies in the Finance Department, documenting standardized procedures and taking on special projects, the Senior Accountant is responsible for overseeing as well as possibly maintaining vendor workers comp certificates and w-9’s; reconciling bank statements, processing bi-weekly payroll and other duties that support the programs of the CDP. **At this time, the CDP is currently undergoing an accounting software upgrade and the specific duties and responsibilities of the position might need adjustments according to the needs Organization.**

The Senior Accountant will work out of CDP’s Office located 3 Main Street Mercantile Unit 7, Eastham, Massachusetts. This is a Full-Time Exempt Position (7=37.5 hours/week).

**Our Ideal Candidate**

Our ideal candidate will be an ambitious professional who takes initiative. We seek a collaborative and dependable team player, who executes sound judgement to effectively carry out the daily functions of this position and establishes good working relationships with internal and external clients of the CDP. Additionally, our ideal candidate will be self- motivated, have a passion for the work we do and an understanding of how a non-profit organization functions.

**Specific Duties will include:**

**Payroll**

* Collect Signed Timesheets for staff and review for accuracy.
* Calculate and maintain the organizations payroll through complete payroll solutions. Enter payroll into the accounting system.
* Review Payroll register to ensure requested adjustments, additions and deletions have been accurately processed.
* Calculate leave accruals for all staff members of CDP.
* Allocate employee reported time across CDP’s different program areas.
* Download quarterly 941 reports.
* Process monthly simple IRA payments to Columbia Management.

**Receivables/Banking**

* Provide back up support for cash receipts to Housing Bookkeeper.
* Input bank interest and ACH Deposits into Sage accounting system.
* Reconcile bank statements in the Sage accounting system on a monthly basis. Arrange for review of statements and reconciliations by the CDP treasurer on a quarterly basis.
* Reconcile cash log to cash receipts journal and present to the Executive Director for review and approval.
* Assist Office Director with signature cards.

**General Accounting**

* Prepare monthly allocations, monthly and quarterly journal entries, and G/L adjusting entries for review by the Office Director.
* Records daily accounting transactions to assure that the accounting ledgers, reports and supporting records and files are current, accurate and complete at all times.
* Assist Director with monthly and quarterly financial reporting on grants including financial reports to the CEO, Board of Directors and external clients.
* Maintain the Chart of Accounts.
* Assist Director in the annual audit.
* Assist with accounts payable as requested.

**Reporting**

* Complete annual workmen’s comp audit.
* Complete and mail all 3ABC's for towns.
* Maintain, complete and file 1099's to the organization’s vendors, the State and the IRS

**Other Tasks**

* Maintain Workmen's Comp Insurance certs and W-9's
* Providing training to staff and clients of CDP on financial management policies and procedures as necessary.
* Maintain and update CDP’s fiscal policy manual regularly.
* Other related responsibilities as required.

**Skills and Experience**

Required

* A college degree in accounting, finance or business administration and/or post-secondary training in business, administration, finance or non-profit organizational management is required.
* Thorough and expert level knowledge and understanding of professional accounting principles, theories, practices and terminology preferably in a not for profit organization.
* Strong organizational skills.
* Excellent verbal and written communication skills.
* Fluency in the use of Microsoft Word, Outlook, Excel, Power Point, Access, and Windows is a must.
* Demonstrate the ability to work both as part of a team and independently with limited supervision.
* Possess strong analytical and interpersonal skills.
* Possess an extremely high level of professional judgement, tact and initiative in preparing appropriate financial management recommendations.

Desired

* Completion of a CPA certificate is desired.
* Sage and/or Oracle accounting software desired.
* Knowledge of Housing and community development issues on the Cape desired.
* At least four years of experience working in an accounting department and/or auditing firm highly desired.

# The Selection Process

To apply, please send a resume and **cover letter** to Ronald H Edwards, Chief Financial & Operations Officer, Community Development Partnership, Ronald@capecdp.org. No phone calls or letters please. **Your cover letter must describe your previous professional experiences in detail and illustrate how those experiences have prepared you for this position.** Applications will be reviewed and acknowledged on a rolling basis. We seek to fill this position immediately.

This position is exempt, full-time (37.5 hours a week). The annual salary range is $57,000 to $62,000. The CDP also provides a generous package of benefits including vacation and sick time, health insurance and retirement benefits that include a simple IRA with 3% company matching. The CDP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.