



**Job Title: Business Analyst/ Accountant**

**Organization: Education Resource Strategies**

Education Resource Strategies is a non-profit strategy consulting firm that works with large urban public school systems. We are transforming education by helping leaders strategically use resources to improve student learning. Today's schools face the unprecedented challenge of dramatically raising their performance while weathering the most severe economic downturn in generations. Districts have two choices: do less with less, or take dramatic steps to create a transformed system that generates better results. We are the only organization in the country with over 10 years of experience collaborating with the largest urban districts in this important area of strategic resource allocation.

Our office is in Watertown, Massachusetts, along the beautiful Charles River and conveniently located to Harvard Square and the Mass Pike. We have a unique work environment; we are committed to high quality in our work and committed to achieving that quality through a flexible environment that values work/life balance.

For more information, please visit our website: [www.erstrategies.org](http://www.erstrategies.org).

**Job Description:**

The ideal business analyst candidate has strong accounting and analytical skills, and is able to balance initiative and follow-through with a team approach. ERS is a small but growing \$5M consulting organization that is expanding its financial infrastructure, most recently with the installation of business enterprise software. This position is newly created to meet increasing demand, and requires database experience and an understanding of cost accounting principles. While experience in the education sector is not required, an appreciation for improving the educational experience for all students is. The Accountant will report to the Controller.

*Database Management (Tenrox enterprise software):*

- Ensure database set-up meets reporting and information needs of the organization.
- Maintain updated and accurate time, project, staffing, and budget data.
- Reconcile data within the system to produce monthly reports.
- Provide user technical support to staff as needed and respond to data queries from management team.
- Oversee coding accuracy and ensure consistency among subsidiary system.

*Finance and Accounting:*

- Reconcile accounts and maintain support schedules as needed for various balance sheet accounts and ad hoc queries.
- Complete bank reconciliation and prepare monthly cash flow projection.
- Prepare projections and detailed analysis to support budget work.
- Oversee expense monitoring, management, and reimbursement system.

*Other:*

- Support Controller with grants and contracts management as needed.
- Work with accounting team to prepare for annual audit.

**Qualifications and Skills:**

- Bachelor's degree required.
- 3 to 5 years of accounting or data management experience in a complex tracking environment (small organizations (\$5 - \$10M), non-profits, professional services, or manufacturing).
- Excellent analytical skills, including a demonstrated ability to work with multiple layers of complexity and to identify and resolve data inconsistencies.
- Background in accounting, including familiarity with monthly close, cost accounting, and/or audit experience.
- Ability to present information and analysis clearly and concisely.
- Solid experience with Excel is required; Quickbooks preferred; project-costing or cost accounting software a plus.

**Contact:** Interested in becoming an ERS Business Analyst/Accountant? Please submit your resume and cover letter to Julie Derderian: [jderderian@erstrategies.org](mailto:jderderian@erstrategies.org).