
Accounting and Financial Analyst

Job Description

Education Resource Strategies (ERS) is seeking an Accountant that brings strong accounting skills and is able to balance initiative and follow-through with a team approach. ERS is a growing \$7M consulting organization that is expanding its financial infrastructure and adding team members. The Finance group is a small but powerful can-do team with a continuous improvement approach to customer service. This role is perfect for someone who is interested in combining both finance and accounting in a small organization where they have the opportunity to look at both the big picture and the routine. The financial rigor at ERS will allow the Accountant to learn and develop professionally while adding significant value to the organization.

While we're looking for someone with fairly typical accounting credentials and background, our ideal candidate is anything but typical. Our working profile is a career accountant who enjoys the routines of accounting but is at the same time able to think critically, respond to a complex, changing environment, who brings positive energy to the workday, and who takes pride in accuracy and excellence. This is a full-time position based in Watertown MA reporting to the Finance Manager.

Responsibilities:

For the first 6 months in the role, the Accountant's responsibilities will be in flux. Because the Senior Accountant on the team will be going on maternity leave in the spring, the Accountant will have the opportunity to step up and take responsibility right away for maintenance of the general ledger and monthly reporting of both time and financial budgets.

The Accountant's long-term responsibilities will include:

Payroll and Personnel – To process transactions, maintain records, and create reports associated with staffing and compensation.

- Prepare and reconcile monthly payroll and taxes, and administer benefits plans
- Process year-end reconciliations, taxes, and employee benefits reports
- Maintain personnel files, participating with team in automating HR records
- Maintain supporting documentation, tracking, and reporting for employee activity

Cash Management and Business Support—To ensure adequate cash and compliance with state, local, and federal regulations.

- Cash Management, including projections and transfers
- Bank reconciliation
- Business and Insurance support, including payroll filings, out of state dba filings, and organization insurance policies.

Reporting and Other —To share in monthly close, maintain parts of ERS' time-tracking system (Tenrox), and support ongoing finance activities.

- Maintain ongoing changes in staffing assignments in Tenrox
- Prepare and process multiple reports in Tenrox as part of monthly close
- Collaborate with finance team to prepare for annual audit
- Provide support to Finance Manager as needed
- After the first 6 months, the Accountant will have the opportunity to take on infrastructure improvement projects related to project management tools, a new HR Information System, and other projects as needed.

Qualifications:

- Bachelor's degree required
- 3-5 years of accounting experience, with payroll and benefits background preferred but not required
- Solid understanding of accounting office protocols such as transparency, matching, checks and balances, etc.
- Stellar work habits including attention to detail, timeliness and organization
- Strong Excel skills, experience with accounting software required: QuickBooks and ADP a plus
- Competent written and oral communication skills, meaning an ability to communicate and present information clearly and concisely, and a responsive communication style
- Ability to think analytically and manage complex databases
- Strong customer service orientation
- Commitment to ERS Values: Impact, Teamwork, Candor, Learning, Work-Life Balance, and Service
- ERS is a mission-driven organization so while experience in the education sector is not required, an appreciation for improving the educational experience for all students is

About Education Resource Strategies (ERS)

Education Resource Strategies is a non-profit strategy consulting firm dedicated to helping large urban public school systems organize talent, time, and money to create great schools at scale. Our mission is to transform urban education by helping leaders at the federal, state, and local level strategically use resources to dramatically improve teaching and learning. We (1) analyze district spending, human resources, school organization and performance data (2) collaborate with leaders of large urban school districts to rethink the use of resources to improve student performance (3) leverage resource analysis to design new ways to allocate and organize resources at the district and school level.

ERS has partnered with more than 20 school districts, including 13 of the nation's 100 largest. In addition to deep district consulting engagements, ERS strives through our non-profit mission to be a catalyst for school system improvement through participation in education reform networks, broad dissemination of our findings, and the development of tools practitioners can use to create change in their districts. To learn more about the School Design practice area, please visit our website at www.erstrategies.org.

Benefits of Working at ERS

- **Opportunity for impact:** ERS works with some of the largest, most influential and innovative districts in the country to truly transform their practices. Your work will change the lives of thousands of students.
- **Entrepreneurial spirit:** As a small organization, we are continuously improving, and we encourage innovative ideas, honest feedback, and constant learning.
- **Collaborative work environment:** We do most of our work in teams. We bring our collective wisdom and expertise to everything we do, often tapping the expertise and leadership of colleagues across the organization.
- **Healthy work/life balance:** We support every member of the ERS team in integrating meaningful work and professional growth with a health personal life throughout his or her career.

Contact Us

Interested in joining the ERS team? Please submit your resume and cover letter to Carol Smith:
careers@erstrategies.org.

Education Resource Strategies is an Equal Opportunity Employer. We strive to reflect the diverse community we serve. Applicants who contribute to this diversity are strongly encouraged to apply.