



**IS CURRENTLY  
HIRING AN**

# **ACCOUNTANT IV**

- Develop Annual Budgets
- Code and Enter Accounts Payable Invoices
- Reconcile Bi-Weekly Payroll
- Complete Monthly and Year End Financial Close Processes
- Prepare and Enter Monthly Journal Entries
- Conduct fiscal review of purchase orders and reimbursements
- Produce Monthly Reconciliations for Grants
- Submit Invoices and Reports to Funding Sources
- Collaborate with Massachusetts Department of Career Services (DCS)
- Draft, Update, and Ensure Compliance of Fiscal Policies
- Identify and resolve any budget issues

To review the job description in its' entirety, please click [HERE](#)

**Click [HERE](#) to Register for a  
Screening Interview via Zoom**

**Tuesday, August 23, 2022  
9am to 11am**

**REGISTRATION CLOSSES MONDAY, AUGUST 22 at 12pm**

SERVICES ARE PROVIDED FOR PEOPLE LIVING WITH DISABILITIES WITH ADAPTIVE EQUIPMENT AVAILABLE UPON REQUEST. MASSHIRE PROGRAMS & SERVICES ARE FUNDED IN FULL BY US DEPARTMENT OF LABOR (USDOL) EMPLOYMENT AND TRAINING ADMINISTRATION GRANTS. ADDITIONAL DETAILS FURNISHED UPON REQUEST.