CEDAC
Community Economic Development Assistance Corporation

ACCOUNTING ASSOCIATE - FINANCE

CEDAC • Community Economic Development Assistance Corporation
18 Tremont St., Suite 500, Boston, MA 02108

$60,080 – $63,835	Hybrid — Home + Office	35 Hours Per Week
Salary Range	Work Model	Schedule

ABOUT THE OPPORTUNITY

CEDAC is looking for a detail-oriented and dependable Accounting Associate to join its Finance team. This is a meaningful opportunity to apply your accounting skills in a mission-driven environment, supporting the financial operations behind one of Massachusetts' leading affordable housing organizations.

Reporting to the Associate Director of Finance, the Accounting Associate supports the organization's accounting operations and ensures the accuracy of its financial records. This role manages accounting activities for deferred payment loans, administers employee payroll, processes invoices and payments, and completes month-end, quarter-end, and year-end closing activities within assigned areas, playing a key role in maintaining financial integrity, supporting compliance, and keeping the Finance Department running efficiently.

WHY JOIN CEDAC — BENEFITS & CULTURE

⌂ **Hybrid Flexibility** 2 days per week in the Boston office	♥ **Comprehensive Benefits** Competitive health, dental & retirement
35-Hour Work Week Full-time pay with a schedule that respects your time Monday to Friday within 9am to 5pm	★ **Mission-Driven Impact** Support affordable housing across MA
✎ **Growth & Learning** Exposure to complex multi-program finance	○ **Collaborative Culture** Cross-departmental team built on trust

KEY RESPONSIBILITIES

Loan Operations

- Review and approve Deferred Payment Loan (DPL) requisitions, and those for similar programs administered by CEDAC, ensuring they are complete, accurate, and supported by required documentation prior to disbursement.
- Prepare and process wire transfers for loan disbursements and other approved transactions, verifying transfer amounts and confirming funds have cleared the appropriate accounts.
- Prepare Children's Investment Fund (CIF) term loan billings and manage invoicing and payment tracking for Asset Management services and Facility Consolidation Fund (FCF) pre-application fees.
- Conduct the annual risk rating assessment for CIF loans in collaboration with CIF staff, maintaining accurate documentation and supporting portfolio monitoring.
- Record all loan-related transactions accurately in Sage 100 and the lending database.
- Collaborate with the CFO/COO, Associate Director of Finance, and Project Managers to review upcoming loan closings, disbursements, and requisitions and ensure timely, accurate processing.

Payroll, Benefits & Timekeeping

- Assist with bi-monthly payroll by compiling and validating payroll changes and preparing payroll reports for review.
- Review, reconcile, and process monthly employee benefits invoices to ensure timely and accurate payment.
- Collect monthly timekeeping reports and reconcile paid time off (PTO) balances between the timekeeping system and Paychex.
- Support new hire onboarding, including Paychex account setup and payroll-related administration.

Accounting & Billing

- Perform a variety of accounting functions and financial analyses to support the organization's operational and reporting needs.
- Complete month-end, quarter-end, and year-end closing activities within assigned areas.
- Prepare monthly CIF billings and quarterly billings for recurring government contracts, accurately recording associated receivables in Sage 100.
- Process invoices and payments in accordance with established policies and procedures.

Audit & Compliance Support

- Prepare audit confirmations, schedules, reconciliations, and supporting documentation for a timely and accurate annual audit.
- Ensure financial records are complete, accurate, and audit ready.

Systems, Process Improvement & Collaboration

- Add new projects and borrowers to the lending database and Time Capture software, keeping records current and aligned with financial records.
- Update finance-related procedures and forms as needed.
- Attend program, department, and agency-wide meetings and participate in special projects and finance-related initiatives.

WHAT WE'RE LOOKING FOR

- Bachelor’s degree in accounting or a related field
- Minimum 2 years of experience in an administrative or business office role
- Advanced proficiency in Microsoft Excel (formulas, pivot tables, data analysis, and reconciliations) and proficiency in Microsoft 365 (Outlook, Teams, Word, SharePoint)
- Experience with Sage 100 or similar accounting software preferred
- Experience with Paychex or other payroll/HRIS platforms, Microsoft Access or lending databases, and electronic banking/wire transfer platforms preferred; Power BI a plus
- Exceptional attention to detail and accuracy in financial record-keeping
- Ability to manage multiple loan programs and priorities with sound judgment and minimal supervision, consistently meeting deadlines
- Strong verbal and written communication skills with colleagues, management, and external partners
- Strong customer service orientation and collaborative mindset
- Commitment to CEDAC's mission of advancing affordable housing and community development

CEDAC
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Our Commitment

CEDAC is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants, colleagues and partners without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law.

CEDAC believes that diversity and inclusion among our colleagues and partners is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

CEDAC is an Equal Employment Opportunity employer and does not discriminate on any basis protected under federal, state, or local law. Applicants must reside in or be willing to relocate to Massachusetts.

HOW TO APPLY

Please upload your resume and a cover letter describing your experience and why you are interested in joining CEDAC. Apply though our website **cedac.org/about/job-openings**

For the full job description, please request it when you apply.