



**Position: Accountant**

**Employment Status: Full Time, \$70,000 - \$80,000, Exempt**

**Position Summary:**

The Nectar Community Investments Accountant is responsible for performing daily accounting functions, supporting financial reporting, and ensuring compliance with nonprofit and community development financial institution (CDFI) regulations. This position plays a crucial role in maintaining accurate financial records, processing transactions, and assisting with audits and grant tracking. Reporting to the Controller, the Accountant works closely with the finance team to support the organization's financial health and transparency. Responsibilities will include recording and reconciling daily cash, recording investment activity, doing monthly reconciliation, and other reporting requirements. This role also serves as a general accountant to help various functions in the department as needed.

**Schedule & Work Location:** 40 hours worked regularly between Monday and Friday from 9 a.m. to 5 p.m. Evenings and weekends may be required. The majority of the work must be on site (either at Nectar's headquarters at 50 Island Street in Lawrence, Mass., or in the field) with room for some remote work as approved by the Accountant's supervisor.

**Key Responsibilities of the role include:**

- Maintain general ledger accounts, prepare journal entries and reconciliations for Controller review.
- Process accounts payable, accounts receivable and employee expense reimbursements.
- Support financial reporting for grants, contracts and program budgets.
- Post cash transactions and prepare entries for investment activity.
- Assist in the preparation of monthly, quarterly and annual financial statements.
- Record cash and prepare bank reconciliations for Controller review.
- Accurately code expenditures and transactions per fund accounting requirements.
- Maintain accurate financial records and documentation for audits and tax filings.
- Assist with annual audits by preparing necessary documentation.
- Work with program managers to track financial performance against budgets and resolve questions about recorded activity.
- Support the Controller and CFO in special projects, ad hoc financial reporting and strategic initiatives.

**Minimum Requirements:**

- Bachelor's degree in accounting, finance or related field
- 3-5 years of accounting experience, preferably in a nonprofit or CDFI setting
- Strong knowledge of GAAP, nonprofit and fund accounting
- Experience with QuickBooks Online and bill.com
- Proficiency in Microsoft Excel and financial data analysis
- Familiarity with DownHome software is a plus
- Detail-oriented with strong problem-solving abilities
- Ability to investigate and resolve financial discrepancies
- Strong interpersonal skills and ability to work effectively across teams
- Experience supporting financial audits and regulatory compliance
- Knowledge of Microsoft Office programs



- Google Suite knowledge preferred
- Salesforce knowledge preferred
- Bilingual skills in Spanish preferred
- Liaise with IT support to ensure information security practices and protocols are enforced

**All Nectar Community Investments employees are expected to:**

- Attend staff-wide meetings and trainings
- Support the leadership with the coordination of organizational events
- Work evenings and weekends as needed
- Ensure compliance is met within scope of work
- Stay abreast of industry trends and changes
- Promote Nectar's services in the community
- Maintain a confidential environment to protect client and organizational information

**About Nectar Community Investments** (formerly Mill Cities Community Investments/MCCI) :

Nectar Community Investments is a community development financial institution (CDFI) and community development corporation (CDC) that provides flexible growth capital, technical assistance, and strategic advisory services to small business owners and homeowners in historically disinvested communities. Our purpose is to build generational wealth to close the racial wealth gap. With our robust advice, resourced networks and capital investment, we aim to grow sustainable, thriving, and diverse communities driven by equal access and opportunity. Established in 2022 through the merger of Mill Cities Community Investments and the Foundation for Business Equity, Nectar has provided \$33.5 million in small business and residential loans, supporting more than 500 businesses and nearly 1,000 homeowners. To learn more, please visit our website at [nectarinvests.org](https://nectarinvests.org)

**Benefits:** Our benefits package includes the following: medical, dental, and vision insurance with an employer contribution of 80%, flexible spending, dependent care spending, life insurance, retirement plan, paid time off and holidays, and access to an employee assistance program. Vacation time will accrue at a rate of 4.61 hours per pay period up to 15 days, annually, beginning on your start date with the accruals taking on the calendar year. You will be allowed to use up to 40 hours of sick time per year.

**Physical Demands and Work Environment:** This position is mostly sedentary outside of travel in an office space. This position would require the ability to sit at a desk, frequent walking, bend, or stand, as necessary.

**To Apply:** Email a cover letter and resume to [careers@nectarinvests.org](mailto:careers@nectarinvests.org)

*Nectar is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulation*



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[nectarinvests.org](https://nectarinvests.org)

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