



## Accounting Associate

<b>Location Role</b>	<b>Westborough Area/Hybrid – MA/NH/VT (w ability to travel)</b>
<b>Role</b>	<b>Accounting Associate</b>
<b>Contract Type</b>	<b>Regular - Full-time</b>

### Role Summary:

This role works closely with a small team reporting to the VP Finance & Accounting, the Accounting Associate primarily assists in the transactional processing and preparing GAAP-compliant financial reports. In addition, this position will perform a variety of other accounting and finance related duties and be involved in special projects.

This role travels as needed to GRH offices and facilities located in Massachusetts, New Hampshire, and Vermont. Limited overnight and out of the region travel could be required.

### Responsibilities

- Supports month end activities including journal entries, accruals, and account reconciliations;
- Keeps abreast of and applies GAAP and company policies, practices and procedures;
- Manages credit card spending and expense reimbursements and integration into Netsuite;
- Assists in weekly payroll processing/reporting;
- Supports audit functions as needed;
- Assists on various team assignments and projects; and
- Performs other job-related duties as assigned.

### Qualifications

- Relevant work experience in a finance/accounting environment to align with role level and responsibilities;
- Bachelor's Degree in Finance, Accounting, Business or related discipline preferred, additional experience required in lieu of degree;
- Ability to oversee and protect confidential information;
- Strong time-management skills and a proven ability to meet deadlines;
- Organizational skills and attention to detail;
- Excellent PC skills, including MS office with an emphasis on Excel, Netsuite and SharePoint; and
- Analytical and critical thinking skills.

### Work Environment & Physical Requirements:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and/or listen. The employee is frequently required, sometimes for extended periods, to sit. This role routinely uses standard office equipment such as computers, phones, printers/copiers, etc. The employee must occasionally lift and/or move objects up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually quiet to moderate.

Direct inquiries related to this posting to:Katie Hayes, Human Resources