



Staff Accountant (Nonprofit)

Reports to: Director of Finance

Employment Type: Full Time Salaried, Exempt

Location: Portland

Position Summary

The Boys & Girls Clubs of Southern Maine is seeking a detail-oriented Staff Accountant to support the financial operations of our nonprofit organization. This role is responsible for accounts payable, reconciliations, month-end close support, and grant-related financial reporting. The ideal candidate is accurate, organized, and comfortable working both independently and collaboratively.

Key Responsibilities

- Process vendor invoices, ensuring accuracy, proper coding, and compliance with contracts and grant budgets
- Prepare and process payments while maintaining strong internal controls
- Perform bank and balance sheet reconciliations and resolve discrepancies
- Assist with journal entries and month-end/year-end close processes
- Compile financial data and documentation for grant reporting and compliance
- Track grant budgets and expenditures and flag potential issues
- Maintain organized financial and grant records for audits
- Assist with audit preparation and other accounting duties as assigned

Required Qualifications & Skills

- Bachelor's degree in accounting, Finance, Business Administration, or related field (or equivalent experience)
- 1–3 years of accounting or bookkeeping experience
- Experience with accounts payable and bank reconciliations
- Strong attention to detail and accuracy
- Proficiency in Microsoft Excel
- Strong organizational and time-management skills
- Analytical and problem-solving abilities
- Ability to manage multiple priorities and meet deadlines
- High level of integrity and confidentiality
- Strong written and verbal communication skills

Preferred Qualifications

- Nonprofit or fund accounting experience
- Experience with grant accounting or compliance (2 CFR 200 a plus)
- Experience with Blackbaud Financial Edge NXT or similar accounting software

Compensation & Benefits

- Competitive salary starting at \$60k annually
- Medical, Dental and Vision benefits within 30 days of hire
- Short & Long Term Disability and Life Insurance with options to buy up
- 401k with up to 6% match
- 12 Holidays, 17 PTO and 5 MEPL days during the first 2 years of employment. Increased PTO based on length of service
- Mission-driven, nonprofit environment
- Collaborative and supportive team
- Competitive compensation and benefits

Application Process:

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to hr@bgcmaine.org. Please include job title in the subject line.

The Boys & Girls Club of Southern Maine is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by applicable law. We encourage all qualified individuals to apply and join our mission to empower youth in our community.

The mission of Boys & Girls Clubs of Southern Maine (BGCSM) is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The organization has been providing youth development programs for more than 100 years. Clubhouses are safe places to learn, have fun and develop skills and interests that last a lifetime.

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or to equalize peak work periods to balance workloads.