



Senior Accountant

Boutique sustainable investment firm seeks a full cycle Senior Accountant for a full-time position. Applicant will join an entrepreneurial team operating from our main Boston, MA office.

About the Firm

Boston Common Asset Management is an investment manager and leader in global sustainability initiatives, specializing in long-only, globally focused equity strategies. We seek sustainable, long-term capital appreciation by investing in diversified portfolios of high quality companies, incorporating rigorous analysis of financial and environmental, social and governance (ESG) factors. As shareowners, we urge portfolio companies to improve transparency, accountability and attention to ESG issues. Boston Common managed over \$2.7 billion in assets, including sub advised assets, as of June 30, 2018. We currently have 36 employees in two offices. Boston Common, independent and employee owned, is committed to a diverse workforce and encourages employees to participate in community and social outreach.

Duties

The Senior Accountant will manage the full cycle of the accounting and finance function at Boston Common. This includes daily, weekly, quarterly and annual processing, along with strong support for the financial audit, tax and budgeting process. The Senior Accountant will work closely with senior management and the Board of Directors to help formulate and enforce policies, as well as create and produce management reports and financial statements. This person will also interact with all members of the firm in support of their departmental processes.

Specific responsibilities include but are not limited to:

- Accounts Receivable and full cycle Accounts Payable
- General Ledger maintenance
- Quarterly and annual closing functions, including audit- and tax-related reports
- Financial reporting, including budget preparation and quarterly variance analysis
- Cash position monitoring, reporting and forecasting
- Accrued revenue and expense analysis
- Monitor soft dollar commission balances, payments and reporting
- Fixed asset recordkeeping
- Account reconciliations for accrued and prepaid expenses, revenues, notes payable and receivable, bank accounts
- Research and resolve vendor issues
- Expense reimbursement processing
- Maintain paper and electronic files and records for documentation and audit trail
- Coordinate and complete annual audit with outside CPA firm
- Create ad hoc reports as needed

Qualifications

We seek an organized and highly motivated individual with a can-do attitude, strong analytical skills and a good working understanding of General Accepted Accounting Principles (GAAP) and financial controls. The position calls for a mature, trustworthy individual with high energy. Superior attention to detail and facility in working with and manipulating large amounts of data are crucial. The ability to think about next steps and implications in a process are also important. Strong organizational and communication skills are essential. The candidate must be a team player who can also work autonomously. The successful candidate will be able to handle multiple requests and prioritize effectively, while maintaining a positive and flexible attitude.

This position requires proven working experience as an Accountant, Senior Accountant or similar role. Experience working in a small or mid-sized professional firm will be a plus. At least four years of experience, including at least two years in a full cycle accounting role is required. Experience in an investment management firm or a related field is preferred, but relevant experience demonstrating the skills listed will be considered.

Must be proficient overall with Microsoft Office, with advanced Excel skills, including vlookup and related data manipulation functions and pivot tables. QuickBooks experience is preferred. Bachelor's degree in Accounting or Finance is required.

Compensation will depend on experience and qualifications. Boston Common Asset Management offers a competitive benefits package, including medical, dental and 401k plans.

Boston Common Asset Management is committed to fostering a diverse and inclusive work environment because we believe diversity enriches our efforts and aligns with our integrated sustainable investment approach. Boston Common Asset Management is an Affirmative Action-Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military/veteran status, sexual orientation, gender identity or expression, marital status, genetic information or any other protected status.

***To Apply:* Send resume, salary requirements and cover letter to recruiting@bostoncommonasset.com using subject line "Senior Accountant". No phone calls please.**