



**Your Life. Our Mission.**

New England Life Flight, Inc. d/b/a Boston MedFlight  
Personnel Policies

**Job Description**

**I. POSITION Staff Accountant**

**II. PRIMARY PURPOSE**

Under the direction of the Accounting Manager, the full-time Staff Accountant will process, record, and reconcile all accounting and finance activity.

**III. ESSENTIAL DUTIES**

- A. Preparation and posting of all journal entries
- B. Preparation and posting of all cash receipts and disbursements
- C. Preparation of all monthly and quarterly reconciliations
- D. Accounts payable processing including coding, posting, and payments
- E. Resolve invoicing discrepancies with vendors and provide tax exempt status to vendors
- F. Assist in preparation of year end schedules required by the auditors
- G. Assist in information gathering for quarterly and annual tax filings including 1099's, excise tax returns, and other returns
- H. Financial analysis and research as required
- I. Assist in third party billing compliance audits
- J. Assist in the budget process
- K. Processing & maintaining fixed assets and depreciation module
- L. Reconciliation of charges to the corporate credit card

**IV. POTENTIAL DUTIES**

- A. Unrestricted travel
- B. Assigned administrative duties

**V. MINIMUM QUALIFICATIONS**

- A. Minimum 1-3 years experience required and accounting/business degree preferred
- B. Knowledge of email and computer systems (Microsoft Word, Sage Fund Accounting)
- C. Strong Excel Skills
- D. The ability to maintain a high level of confidentiality
- E. Strong interpersonal and communication skills

# ***BOSTON Med Flight***

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- F. Must be able to speak, read, write and comprehend the English language without restriction
- G. Must be able to maintain peer accountability, be an effective problem solver and maintain professional demeanor and confidentiality at all times
- H. Must be a self-motivated individual willing to take initiative and able to function with minimal supervision

## **VI. NOTES**

An FBI background and CORI checks will be performed prior to employment.

### **How to Apply:**

Please visit our career center by clicking [here](#) to submit an application and résumé.

Or mail to:

Human Resource Manager  
Boston MedFlight  
Robins Street, Hangar 1727  
Hanscom Air Force Base  
Bedford, MA 01730

### **For More Information**

Please visit our website to get more information about current job opportunities and our program.  
[www.bostonmedflight.org](http://www.bostonmedflight.org)

Est. 7/03, rev 1/09, 8/10, 3/14, 2/2019