



Consensus Building Institute, Inc. **Part-time Junior Accountant (30 hours)**

Consensus Building Institute, Inc. (CBI) is a not-for-profit organization created by leading practitioners and theory builders in the field of dispute resolution. CBI serves public, nonprofit, and private clients worldwide by providing facilitation, collaboration, and dispute resolution services; training in negotiation and consensus building techniques; and evaluative research. CBI also plays a key role in helping to build the intellectual capital of the field. CBI believes that our most challenging problems are solved through collaboration. When the ideas, values, and voices of all affected stakeholders are included, we can achieve outcomes that are wise, fair, and lasting.

Consensus Building Institute, Inc. (“CBI”) is an equal opportunity employer. We aim to be a place where a diverse mix of talented people do their best work together. We encourage applications from candidates with diverse backgrounds, including but not limited to race, ethnicity, gender, religion, disability, age, or sexual orientation. Persons of color are strongly encouraged to apply. CBI is committed to diversity, equity, and inclusion both within our organization and in our collaboration practices.

For further information about CBI, please visit our website at: www.cbi.org.

CBI is happy to announce that we are seeking a part-time Junior Accountant to join our Finance and Operations team. This position will report to the Chief Financial and Operating Officer (CFOO) and will be a part-time 30 hour/week position. Below are the anticipated job duties for the Junior Accountant, although there is room to grow and increase responsibilities for the right candidate.

Job Description:

- Prepare monthly client invoices and oversee communications with our clients regarding any overdue accounts.
- Process deposits with our local bank (hybrid candidates only) and record deposits into the accounting system.
- Assist in the processing of our vendor payments and set up new vendors in our accounting system, including collecting and archiving W9s.
- Assist in the tracking of staff leave time in our accounting system and record staff leave time used to our HRIS each month.
- Assist with project management requests in our accounting system including project setup, contract modifications, resource modifications, budget changes, and project close-out.
- Assist in archiving accounting records.
- Perform special projects and other duties as assigned.

Required Qualifications:

- BS in Accounting is strongly preferred with 2-3 years of direct accounting/bookkeeping experience required, preferably supporting non-profit organizations. Experience working in a billable environment is a plus.



- Strong analytical skills and keen attention to detail.
- Netsuite experience is preferred as well as proficiency in Microsoft Excel. We will only consider candidates that have experience navigating accounting software. General familiarity and comfort using other cloud-based business applications is required.
- Customer service focused and demonstrated ability to work in a small organization and to operate as a collegial team member.

Compensation:

The salary range for this role is \$50,000 – \$65,000 annually (based on 30 hours/week) depending on both location and experience. In addition to competitive compensation, CBI offers an excellent benefits package. While we will give preference to candidates seeking part-time employment, we will consider contracting opportunities as well.

To apply:

To apply, [please visit this link](#) and include both your resume and cover letter. In your cover letter, please indicate both your specific interest in this role and how your experience will uniquely benefit the CBI team. We will be reviewing applications on a rolling basis until a final decision is made.

US-based remote candidates will be considered, with preference given to Boston area candidates that are able to work a hybrid schedule (at least 2 days a week) in our Cambridge office. Parking is provided at our Porter Square location.

We are anticipating an early January start date.