



**Consensus Building Institute**  
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## Consensus Building Institute

### Hiring for Accounting/Project Management Support

#### To Apply

Women and candidates of color are strongly encouraged to apply. Send letter of interest and resume to [inquire@cbi.org](mailto:inquire@cbi.org), addressed to Sossi Aroyan, with the subject line “**Accounting/Project Management Support.**”

#### Overview

The Consensus Building Institute (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.

CBI conducts its work in the U.S. and internationally with an office in Cambridge, Massachusetts, and additional staff in Portland, ME; Washington, D.C.; Denver, Colorado; San Francisco, California; New York, New York; Montreal, Canada; and Santiago, Chile.

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

#### Job Description

The Accounting/Project Financial Management Support position is a part-time, three days per week position with the expectation of eventually moving to a full-time position. This person reports to the CFO administratively but takes day to day direction from the Director of Contracts & Project Finance (DOC/PF) as well as the Sr. Manager of Accounting, (SMOA). The individual performs certain accounting and bookkeeping activities in the NetSuite environment under direction from SMOA and performs certain Project Financial Responsibilities as directed by the DOC/PF. The purpose of the position is to support these two functions.

#### Key Roles and Responsibilities:

- Process and code all vendor, G&A and project related invoices including subcontractors for payment in accordance with CBI’s policies and practices
- Assist with processing disbursements using ACH, wire transfer, or check. Assist with the pre-debit Bank process called “Positive Pay”.
- Assist with preparing month end balance sheet account reconciliations.

- Assist with Payroll Processing, quarterly payroll tax reconciliations, tracking of Paid Time Off (PTO). Assist in management of benefit offerings.
- Open and record receipted checks for deposit processing as part of internal control process.
- Manage accounts receivable collection process. Prepare and send monthly statements. Contact customers to secure outstanding payments as necessary. Heighten communication on seriously delinquent accounts.
- Assist with project management requests in NetSuite including project setup, contract modifications, resource modifications, budget changes, project close-out.
- Maintain documentation related to institutional licenses and billing schedules.
- Prepare all data for yearly 1099's. Issue 1099 Summary report to IRS.
- Maintain documentation on workstation assignments.
- Manage archiving of accounting records
- Manage program for PERQ'S MBTA passes
- Assist with annual audit preparation under guidance and direction of SMOA
- Perform special projects and other duties as assigned.

#### Required Qualifications:

- BS degree in Accounting. NetSuite experience desired
- 3-5 years' experience preferably in a professional services, time and billing environment.
- Must exhibit excellent organizational skills, be thorough and detailed in carrying out assignments, be comfortable working in a team environment, be willing to work from the office when needed and exhibit strong verbal/written communication skills.

#### To Apply

Women and candidates of color are strongly encouraged to apply. Compensation is commensurate with experience, with a salary range from \$60,000-\$70,000 @ 100% FTE-, depending on experience. The position offers liberal retirement, vacation and holiday benefits. Send letter of interest and resume to [inquire@cbi.org](mailto:inquire@cbi.org), addressed to Sossi Aroyan, with the subject line "**Accounting/Project Management Support.**"