



Job Description: Accounting Coordinator, MACI

Position Summary

The **Accounting Coordinator** supports financial operations by ensuring coordination between program(s) and finance. They are responsive to the timing and needs of each situation, maintain accurate, informative, and timely records, process transactions as needed, and participate in monthly invoicing for the Massachusetts Access to Counsel Initiative (MACI) program. This is a part time role, reporting to the Senior Director of Finance and Administration. The Accounting Coordinator plays an important role in responding rapidly, accurately, and in a well-organized manner in MIRA's financial operations.

The ideal candidate is a detail-oriented, dependable, and proactive accounting professional who takes ownership of their work and enjoys supporting a mission-driven organization. They have excellent follow-through, care about accuracy and quality, meet deadlines, and communicate clearly with team members to ensure smooth handoffs.

Job type: Part time, 12 hrs. per week

Salary range: \$24-\$28 per hour, not eligible for benefits

Location: Boston, Massachusetts

Work schedule: Hybrid and flexible (Schedule to be agreed upon for 12 hours per week, Monday-Friday).

Apply: hrrecruiting@miracoalition.org

Job duties and responsibilities:

- Track disbursements and supporting documentation in QuickBooks and other platforms for the MACI program including ACH payments, checks, credit card, payroll reimbursements.
- Support and coordinate with accounting and payroll manager for accounts payables
- Work with Sr. Director of Finance to prepare invoicing and financial reporting mid-month to the Office for Refugees and Immigrants (ORI), and communicate with ORI.
- Work closely with the Sr. Director of Finance and Sr. Director of Programs to manage, monitor, and maintain the program's financial processes as needed.
- Ensure prompt communication, report developments and situation changes to the supervisor
- Take initiative to proactively prevent problems, and troubleshoot issues quickly to avoid delays
- Observe institutional authorization and comply with financial control practices
- Prepare documents required for invoicing and audits.
- Curate and quality control financial records for accuracy, completeness, and ease of use
- Maintain excellent communication with relevant team members and partners to help ensure financial processes and information are clear, accurate and submitted on time.



- Perform other accounting and finance-related duties as needed.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business, or a related field preferred.
- 1–3 years of relevant accounting or finance experience; nonprofit experience strongly preferred.
- High proficiency in QuickBooks, Microsoft Excel or other accounting platforms
- Strong understanding of basic accounting principles and financial processes.
- Demonstrated ability to manage multiple priorities and meet deadlines.
- Ability to work independently, take initiative, and effectively manage responsibilities in a fast-paced, deadline-driven environment.
- Strong communication and interpersonal skills
- Demonstrated ability to collaborate effectively with members across the organization.
- Positive, supportive, and enthusiastic approach to working with others.
- High level of discretion and accountability.

Working Hours/Environment

- Part-time (12 hours per week)
- Hybrid schedule with combination of at home and in person work (The specific schedule will be agreed upon based on the program needs and deadline requirements.)
- Applicants must be legally authorized to work in the U.S. This position is not eligible for visa sponsorship.

Salary

The hourly rate for this part-time position is **\$24–\$28**, depending on experience. This role is not eligible for benefits.

How to Apply

Please send a cover letter and resume to: hrrecruiting@miracoalition.org, with “**Accounting Coordinator**” in the subject line of the email. Applications missing a resume or cover letter may not be considered.

MIRA Coalition is an equal opportunity employer, committed to building a culturally diverse team, and strongly encourages applications from a wide range of backgrounds. People of color and individuals from immigrant backgrounds are strongly encouraged to apply. Candidates for employment will be considered without regard to race or ethnicity, gender, age, national origin, marital status, disability, or sexual orientation.

**About MIRA**

The Massachusetts Immigrant and Refugee Advocacy Coalition (MIRA) is the largest coalition in New England dedicated to advancing the rights, integration, and inclusion of immigrants and refugees. Through a dynamic coalition of more than 160 member organizations, MIRA works to build a more welcoming Commonwealth through advocacy, organizing, leadership development, policy analysis, education, communications, and coalition building. MIRA is recognized as a leading voice on immigrant issues at both the state and national levels.