

Job Description

Position Title	Accounting Associate
Reports To	CFO/Deputy CFO
FLSA Status	Exempt
Version Date	May 2026
Introductory Period	6 months

Position Information

Assignment Category	Regular, Full time
Location	Providence, RI

Job Description Summary

The Accounting Associate's primary responsibilities include processing, verifying, and maintaining accounts payable and accounts receivable transactions while ensuring accuracy, timeliness and compliance with company financial procedures. The role supports the finance and operations department through high-volume data entry, invoice processing, payment posting, reconciling activities and administrative financial support. This position is responsible for maintaining accurate financial records, assisting with reporting functions, supporting month-end closing activities, and communicating effectively with vendors, customers, and internal departments.

Key Functions and Requirements – Major Tasks and Duties Include But Are Not Limited To

Accounts Payable

1. Process vendor invoices, expense reports, and payment requests in a timely manner.
2. Verify invoice accuracy, approvals, account coding, and supporting documentation.
3. Enter accounts payable transactions into accounting systems with a high degree of accuracy.
4. Prepare and process check runs, ACH payments, and wire transfers.
5. Reconcile vendor statements and resolve invoice discrepancies or payment issues.
6. Maintain organized vendor files and payment records for audit and compliance purposes.

Accounts Receivable

1. Generate and distribute customer invoices and account statements.
2. Process incoming payments including checks, ACH transactions, and credit card payments.
3. Post customer payments and maintain accurate customer account records.
4. Monitor outstanding balances and assist with collection follow-up activities.
5. Reconcile customer accounts and resolve billing discrepancies.
6. Maintain accurate aging reports and support month-end AR reporting.

Data Processing & Financial Support

1. Perform high-volume data entry and maintain financial information with accuracy and confidentiality.
2. Review financial records and transactions for completeness and compliance with company policies.
3. Assist with monthly reconciliations and month-end closing activities.
4. Prepare reports and provide accounting support as requested by management.
5. Assist with audit preparation and documentation requests.
6. Utilize accounting and spreadsheet software to improve efficiency and reporting processes.

Qualifications and Experience Profile

- Associate degree in Accounting, Finance, or Business required or similar experience required.
- Bachelor's degree in Finance, Accounting or related field, preferred.
- 0 – 3 years of experience in accounts payable, accounts receivable, bookkeeping, or accounting support roles.
- Strong understanding of basic accounting principles and accounts payable/accounts receivable and financial processes.
- Experience with accounting software and Microsoft Office applications, particularly Excel.

Desired Skills

- Strong attention to detail and organizational skills as well as effective written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- High level of accuracy in data entry with excellent time management skills.
- Strong desktop computing skills including the full suite of Microsoft Office programs.
- Exceptional work ethic, and commitment to maintaining confidentiality of financial information.
- Strong analytical and problem-solving skills.
- Ability to work independently and collaboratively within a team environment.

Employment Details

- Full-time position with competitive compensation package commensurate with experience and skills ranging between \$50,000 - \$65,000
- The position may be eligible for a hybrid work model. Candidates selected for this position must be able to report to the office, including on remote workdays, as required to support business and operational needs.
- Excellent benefits package, including generous time off, health insurance coverage, medical, dental and vision, retirement, and paid leave.
- The Bank is an Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

To Apply

- If you would like to apply for this position, please email careers@riib.org with your resume and cover letter.

Working Conditions/Physical Demands

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Rhode Island Infrastructure Bank is an equal opportunity employer. It is the policy of the Company to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and



applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status. The Company will conform to the spirit as well as the letter of all applicable laws and regulations. The Company will take action to employ, advance in employment and treat qualified Vietnam era veterans and disabled veterans without discrimination in all employment practices.

Note: External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.