

Employment Opportunity
Merrimack Valley Planning Commission

We are currently accepting applications for a part-time or full-time (20-35 hours per week) position:

Accounting & Finance Assistant

Salary Range: \$60,000-70,000 commensurate with experience.

Position Purpose:

The Accounting and Finance assistant will support MVPC's Administration & Finance Program under the direction of the Deputy Director / Finance Director. Areas of work may include accounting activities related to the daily business operations of the MVPC and related entities. Supporting role responsibilities would be to help ensure that all procurements, payroll and fiscal obligations are met and conducted in accordance with federal, state and local laws, proper record management and maintenance of financial records, financial payments, and audits financial records and transactions. Participatory duties and responsibilities include but are not limited to: Accounts Payable/Receivable; Budgetary Development, General Ledger Monitoring and Analysis; Payroll; Purchasing; some project specific financial monitoring, and performs all other related work as required.

Supervision:

Exercises considerable initiative and independent judgment in the planning, administration, and execution tasks in support of the Accounting and Finance department's programs and services. Works under the direction of the Deputy Director / Finance.

Job Environment:

Administrative work is performed under typical office conditions. Operates computer applications, calculators, telephone, copier, facsimile machine, and other standard office equipment. Makes frequent contact with MVPC employees, municipal officials, and other governmental agencies; regularly interacts with outside auditors, software companies and other vendors; communicates in person, by telephone and via standard reports. Has access to department-level confidential information with regard to personnel and payroll. Errors could result in significant confusion and delay and have significant financial repercussions; errors could cause exposure for MVPC to certain legal liabilities.

Essential Duties and Responsibilities:

- Assists with general bookkeeping and accounting services for overall Commission and related entities operations. Maintains necessary financial records and supportive documents on a current basis. Integrated accounting functions are performed using Grants Management Accounting software (GMS). Duties may include but are not limited to:
 - Vouchering invoices for payment, data entry, check preparation, and mailing of checks
 - Entering timesheets, employee file maintenance, preparing payroll
 - Journal Entry and Account Reconciliation preparation
 - Monthly closing and financial report preparation
 - Prepares requisitions and invoices for Commission contracts and grants
 - Assists with quarterly and annual payroll reporting and benefit payments
 - Contract and record maintenance and filing

- Supports the Finance Director with other related accounting and finance duties:
 - Assist with annual budget preparation & forecasting of revenue and expenditures
 - Administration of all routine business insurance policies
 - Benefits administration and onboarding of new employees
 - Makes deposits and withdrawals at the bank, as assigned by supervisor
 - Maintains familiarity with the requirements of contracts, ensuring that all bookkeeping entries are in accordance with Federal and State requirements.
 - Assists with annual outside independent audit
 - Assists program staff with grant proposal preparation and other finance queries as needed
- Performs similar or related work as required.

Recommended Minimum Qualifications:

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of bookkeeping and or accounting
- Thorough knowledge and experience with computerized accounting systems and spreadsheets
- Should have an aptitude for numbers and details. Should have excellent organizational skills
- Proficiency in the use of applicable software applications, including Microsoft Teams and Office 365 applications
- Should be able to establish and maintain complex financial record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure
- Should be able to communicate effectively in written and oral form.

Education and Experience

- Certificate, Associates, or bachelor's degree in accounting/bookkeeping, finance, business administration, public administration or closely related field
- Experience in accounting and finance preferable
- Experience with public or municipal finances is desired

Special Requirements:

Valid motor vehicle operator's license and a vehicle preferred.

Hours of operation are Monday through Friday 8:30 am to 4:30 pm. MVPC prides itself in being a flexible and accommodating place to work and provides employees with the ability to work on a sliding schedule to accommodate an employee's work-life balance. MVPC currently requires three in-office days and allows employees to work remotely up to two days a week. Maintaining a remote work option is a priority for MVPC post-COVID.

**Please submit a cover letter and resume to: jobs@mvpc.org
Merrimack Valley Planning Commission is an EEO/AA Employer.**