

## DIAL/SELF Job Description

**Title:** Finance & Technology Coordinator

**Department:** Administration

**Supervisor:** Executive Director (with additional direction from Director of Operations)

**Status:** Full Time (37.5+ hours per week, salary employee)

### **Job Summary:**

DIAL/SELF is committed to creating a culture of diversity, equity and inclusion, and the work of this position will benefit from applicants able and willing to embrace this commitment.

The Finance & Technology Coordinator (FTC), under the supervision of the Executive Director and the direction of the Director of Operations, is responsible for coordinating daily transactions connected to agency operations such as bookkeeping, human resources, information technology and general agency administrative needs.

**Opportunity for advancement:** This position has been designed to provide training and experience that could lead to a Director level position in the next year as part of planned staff turnover and retirement.

### **COVID-19 considerations:**

All staff are required to wear masks on site, and during in-person interactions. There is an expectation of on-site work in Greenfield and the surrounding area for the majority of paid time, with a limited amount of remote work possible.

### **Qualifications:**

- Applicants with lived experience (navigating homelessness and housing instability as a youth under 25 years old) preferred.
- Applicants with Spanish fluency preferred
- Appropriate training and education (accounting, technology or related degree and/or experience preferred)
- Experience with accounting software (QuickBooks Pro preferred)
- Excellent communication and interpersonal skills
- Ability to manage multiple-tasks with priorities that can change from day to day
- Advanced technology skills (Excel, Word, Access, G-Suite, Web Browsing & E-mail, HTML, CMS)
- Excellent attention to detail
- Understanding of confidentiality, and ability to maintain required boundaries
- Must have a valid driver's license, reliable transportation, and have safe driving record (no major faults in last 3 years)
- CORI, SORI, DCF and FBI background required by funders as part of hiring process

**Duties and Responsibilities:**

- Process and coordinate completion of spending approvals and accounts payable
- Process and record cash receipts and accounts receivables
- Assist with processing of payroll and related transactions
- Assist with monthly, quarterly and yearly reports & reconciliations.
- Maintain agency administrative records and hard copy and electronic filing systems in good order
- Participate in annual audits.
- Support staff with technology related questions/issues as needed
- Maintain agency technology and train new staff on how to use their technology
- Support management in creating/accessing reporting data from various information systems
- Assist admin staff with backup property on-call rotation, including weekend and holiday coverage (additional per diem provided for coverage)
- Participate in appropriate trainings and staff meetings.
- Other duties as assigned

**Compensation:**

- \$ 39,000/year (+0.50/hour Spanish Fluency, +0.50/hour relevant Lived Experience, +1.00/hour for both Spanish Fluency and Lived Experience with housing insecurity as YYA)
- Health New England, Delta Dental (70% employer paid)
- MA Extended Family & Medical Leave (100% employer paid)
- 12 Paid Sick & 21 Days of Paid Time Off per fiscal year at starting