



NORTH SHORE WORKFORCE BOARD

70 Washington Street Suite 312
Salem, MA 01970
T: 978.741.3805
F: 978-741-3809

City of Salem

MassHire-North Shore Workforce Board

Position:	Assistant Director of Finance and Grants
Department:	MassHire-North Shore (MHNS) Workforce Board
Reports to:	MHNS Finance Director or the MHNS Executive Director (in the absence of the Finance Director)
Salary:	Up to \$85,000 (based on experience); full City of Salem benefits including medical and dental coverage, pension/retirement plan, and paid vacation/personal/sick leave
Status:	Exempt management, full-time in Salem office (37.5 hours per week)

Department Summary: The Finance/Fiscal Department is responsible for the development and oversight of the annual budget of the MassHire-North Shore (MHNS) Workforce Board and the financial reporting in accordance with generally accepted accounting principles (GAAP), along with local, state, and federal laws and the requirements of granting agencies.

Position Summary: The MHNS Assistant Director of Finance and Grants provides a critical role in the financial operations of the MassHire-North Shore Workforce Board by providing oversight and ensuring proper daily posting and reconciliation of financial activities and coordinating the monthly reporting and monitoring of budget-to-actual activity. Records entries as needed. Performs regular duties on own initiative, exercising judgment in identifying the appropriate course of action. Helps office staff be effective, efficient, and in compliance with standard policies and procedures. Communicates with agency and city departments as needed.

Primary Duties and Responsibilities:

1. Reviews and analyzes year-to-date activity and communicates with the MHNS Finance Director and department managers to ensure compliance and proper reporting.
2. Coordinates, prepares, and evaluates proper posting of revenue and expense activity, payrolls, and prepared month-end entries as needed.
3. Communicates with external partners and internal departments to ensure proper accounting and reporting of transactions.
4. Assists in the execution of fiscal tasks such as processing invoices, accounts payable, account reconciliations, cash requests, and other fiscal tasks.

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5. Collaborates to enhance accounting and reporting outputs, processes, and workflows, providing training to finance staff and department managers as needed.
6. Works to maintain internal controls in accordance with established policies, procedures, and M.G.L.
7. Prepares federal and state fiscal reports required by grantors and/or regulatory agencies.
8. In conjunction with the Finance Director and grant managers, works to design and prepare budgets and/or budget modifications.
9. Identifies efficiencies as they appear and recommends policy adjustments accordingly.
10. Performs other duties as assigned.
11. Commits to the MassHire values of *Collaboration, Respect, Reliability, and Ingenuity*.

Qualifications:

1. Bachelor's degree in accounting or a finance-related discipline.
2. Minimum of three to five years of relevant experience in accounting and budgeting. Experience in financial management of grants preferred but not required.
3. Knowledge of Munis is preferred but not required. Proficiency with Microsoft Excel is required.

Related Requirements:

1. Must possess strong communication and organizational skills with highly effective and professional written and verbal skills.
2. Must be a self-starter with a strong work ethic with ability to work independently and with others.
3. Ability to effectively collaborate and motivate others.
4. Ability to prioritize and meet deadlines.
5. Ability to manage multiple tasks, define problems, collect data, establish facts, and draw valid conclusions.
6. Ability to build a working knowledge of state and federal rules and regulations involved in workforce development through experience and/or researching and learning as required.
7. Ability to work a full-time schedule in an office setting, including some additional hours to meet deadlines as needed.

Work Environment and Physical Demands:

This job operates in an office environment, predominately seated, operating standard office equipment such as computers, phones, copy machines, filing cabinets, and keyboards. The incumbent has direct and indirect contact with public and other agency and city staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and at times without direct guidance from supervisor. While performing the duties of this job, the incumbent is continuously required to talk, hear, and use repetitive motions of the wrists, hands, and fingers. Specific vision abilities required by this job include close vision. The incumbent will frequently stand, carry, reach, grip, and grasp; occasionally stoop, kneel, and crouch. The work involves little to light physical efforts; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level can vary depending upon daily activity, yet it will remain within moderate noise level range. During (infrequent) key times of the year, the employee may be required to work longer hours, evenings, and occasional weekends.

Application Process:

Qualified applicants are encouraged to email a cover letter and resumé (with the subject line “AD of Finance and Grants”) to jobs@masshire-northshorewb.com. Applications will be reviewed on a rolling basis and the position will remain open until filled.

The City of Salem’s MassHire-North Shore Workforce Board is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status, or genetic information.

MassHire Values

Collaboration – Power of partnership and streamlined integration of services to achieve effective and timely results for our Masshire-North Shore Career Center customers.

Respect – Commit to understanding and valuing the diverse and unique requirements and professional goals of the businesses and people we serve.

Reliability – Create trust and reliability by consistently delivering high quality professional services at each location and at every interaction.

Ingenuity – Leverage flexibility, expertise, and knowledge to successfully meet our mission, regardless of new challenges and circumstances that may arise.

Posted 5/8/24