

NOTICE OF VACANCY – CITY OF SALEM

TITLE: Financial Administrator for Healing Communities Grant
DEPARTMENT: Health Department
POSITION STATUS: Part time, grant-funded, 19 hours per week position, no benefits
REPORTS TO: Health Agent, Board of Health, or Designee
SALARY: \$20.00 - \$24.00 per hour, DOQ

RESPONSIBILITIES:

Performing all financial duties relative to the Healing Communities Grant; including but not limited to:

- Invoicing Boston Medical Center (BMC) on behalf of the Salem Board of Health.
- Managing month end close to that all BMC accounts and reimbursements are in order.
- Working with BMC liaison for processing invoices and analyzing budget for the community coalition.
- Conducting meetings with community coordinator to ensure all parties in BMC Study are aligned and in agreement with processes.
- Monitoring and updating processes.
- Setting up service agreements with community and implementing organizations in accordance with the approved community action plan.
- Ensuring service agreements are executed and in alignment with approved action plan.
- Make changes to service agreements in alignment with action plan modifications.
- Work with community coordinator to ensure all agreements are aligned with federal policies and guidelines.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge and skill in the use of computers and computer databases. Ability to type in data accurately. Strong command of Microsoft Office (Word, Excel). Good knowledge of standard office procedures; good knowledge of business English, grammar, punctuation, spelling, and arithmetic. Ability to establish and maintain effective working relationships with co-workers, agencies, and the public.

QUALIFICATIONS REQUIRED:

Associate Degree in Accounting or related field, and college degree preferred. At least three years of demonstrable similar work in an office environment, with concentration in financial role. A combination of experience or specialized training demonstrating the ability to operate a data entry terminal and/or personal computer database. May be required to demonstrate computer capabilities as part of determination of qualifications.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls and talk or hear. Specific vision abilities required by this job include close vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate in a typical office setting.

Interested individuals are encouraged to apply to jobs@salem.com no later than 4/22/2021.

City of Salem Human Resources Department, Lisa B. Cammarata, Director
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

DATED: April 8, 2021

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