



Payments and Production Administrator

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork is a private non-profit organization with over 400 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

In addition to fully utilizing your skills, Community Teamwork offers opportunities for continued professional development and career growth. Great teams, a competitive salary and well above average benefits including a generous contribution to employee 401k plans make Community Teamwork a highly regarded employer.

We are seeking a Payments Coordinator who will be responsible for providing client support by processing vendor and client payments for the Energy Conservation Programs, track job turnover, ensure the receipt of documentation, analyze reports, identify production issues and recommend strategies to overcome these issues. Responsibilities include: Prepare, analyze and develop tracking systems and develop strategies to ensure jobs are being processed in a timely manner; Submit reports to funding sources; Receive, verify, and enter detailed and accurate documentation for all applicant categories in order to process payments to vendors, clients and contractors in a timely manner as determined by program funding source and ensure payments are processed, balanced and reported within the time frame established; Analyze and apply payments to specific invoices; Research and resolve discrepancies for accounts and budget line items; Research and respond to internal and external inquiries on a variety of budget accounts receivable and payable issues; Enter new client applications; Prepare and process Fuel Assistance check runs; Perform inventory and ordering for all energy conservation programs; Assist with developing and monitoring program budgets; Prepare mailings; Assist with program outreach.

Qualifications include:

- High School Diploma or equivalent required. Associate's Degree in Accounting, Business Management or related field is preferred.
- 1-3 years' experience in Accounting, Finance, Fiscal or Energy Conservation program administration for a non-profit or utility company.
- Excellent problem solving/judgment skills and a high level of attention to detail and accuracy.
- Excellent analytical ability and research skills.
- Good organizational, interpersonal oral and written communication skills.
- Ability to work independently and as a team in a fast paced, detail oriented and environment.
- Proficient computer skills required in basic computer software and data collection systems. Experience with Accounts Payable software preferred.
- Experience with client advocacy via Massachusetts energy consumer rules and regulations, preferred.
- Night and weekend work may be required as needed.
- Sensitivity to needs of low income and elderly families required.

To apply, please click on the following URL or copy and paste to your browser:

https://workforcenow.adp.com/jobs/apply/posting.html?client=commteam&cclid=19000101_000001&type=JS&lang=en_US

Please visit our website at www.commteam.org for more information. Thank you for your interest in Community Teamwork. This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.

Affirmative Action Employer/EEO