

FINANCE SUPPORT ASSOCIATE SOMERVILLE COMMUNITY CORPORATION

Somerville Community Corporation (SCC) seeks a **Finance Support Associate** to join its team. SCC is a membership organization that provides leadership for sustaining the city of Somerville as a vibrant, diverse and tolerant community. We develop and preserve affordable housing. We offer services and lead community organizing efforts that support low and moderate income Somerville residents in their efforts to achieve economic stability and increase civic participation. In its 49 year history, SCC has completed over 20 affordable housing projects, resulting in 200 ownership and rental units. We have helped hundreds of adults and young people gain security through housing counseling, referral and mediation programs.

Areas of Responsibility

- Coding of invoices and entering accounts payable into accounting system
- Distribution of incoming mail
- Depositing receipts at local banks
- Basic spreadsheet data entry to track tenant rent and donor contributions
- Ad hoc projects
- Tracking of grant and contracts information
- Ordering office supplies

Qualifications

- 3-5 years' accounts payable experience.
- Ability to work independently with attention to detail.
- Flexibility to handle diverse projects as needed.
- Solid organizational skills.
- General computer skills, including basic Excel and Word abilities.
- Excellent oral, written and interpersonal skills.

Salary commensurate with experience; excellent benefits package

Send resume and cover letter describing your interest in the position and your qualifications to:

Raymond Estrella, Director of Finance

Somerville Community Corporation

337 Somerville Avenue, 2nd Floor

Somerville, MA 02145

resumes@somervillecdc.org

No phone calls please

Applications must be received by **August 31, 2018**. Earlier applications are encouraged.

SCC is committed to nondiscrimination and equal opportunity in employment.