

## **FINANCE & GRANTS COORDINATOR**

As the regional council for Maine's Greater Portland and Sebago Lakes areas, GPCOG is an association of cities and towns serving rural, suburban, and urban areas. We take pride in bringing communities of all sizes and interests together to collaborate on best practices and plan for the future of our growing region. We do this through a variety of programs, services, projects and initiatives – all with the goal of improving the lives of our community members and making our region the best in the country.

One of Greater Portland's greatest strengths is the growing diversity in its communities. The Greater Portland Council of Governments believes that diversity, equity, and inclusion considerations should shape every area of its work, internally and externally; internally, by creating and maintaining an inclusive organizational culture and, externally, by focusing explicitly on equity and inclusion to ensure increased accessibility and pathways to prosperity for all community members. Our work progresses when our team can draw on a wide range of personal experiences and backgrounds, and when each member is open to learning from the experiences of others, both internally and externally.

As an equal opportunity employer, GPCOG embraces all applicable state and federal laws and regulations and does not discriminate against applicants for employment or employees because of race, color, creed, religion, ancestry, national origin, sexual orientation, sex or gender, gender identity or expression, pregnancy, medical conditions, age, disability or other handicap, genetic information, marital/familial status, veteran status, military status, or income or status with regard to public assistance in any aspects of our personnel policies, working conditions, or hiring and recruitment.

To create and nourish a diverse workforce in the Greater Portland and Sebago Lakes region, GPCOG encourages members of groups traditionally underrepresented in local government and professional positions to apply for our open career opportunities.

GPCOG recognizes the value of a healthy work/life balance for our team members and as such, we provide a variety of benefits to promote that balance. GPCOG encourages opportunities for career advancement through tuition assistance and professional development opportunities, leadership programs, and participation in local and national organizations. GPCOG also offers flexible schedules and remote work options as well as paid time off and holidays. GPCOG employees also may be eligible for health, vision and dental insurance, employer-paid short-term disability coverage, participation in a Defined Contribution retirement plan and Deferred Compensation Plans that employees can opt into for additional retirement funding.

As a key part of the Finance Team, you will work closely with the Finance Director to perform critical finance functions such as payroll, accounts payable, and accounts receivable, support the Finance Director in budgeting and forecasting, and work with other teams on grants management, tracking, and reporting. If you have a background in accounting and finance in public and/or non-profit sector organizations, grants management experience, and want to support shared, sustainable prosperity in the Greater Portland, Maine region, then you're someone we want as part of our team!

### **What you'll do**

- Share primary responsibility for finance functions such as payroll, accounts payable, and accounts receivable with the Finance Director and with support of the Operations team as needed.
- Support the Finance Director in agency-wide and project budgeting, working with project managers and directors to craft budgets to achieve desired project outcomes.
- Support the Finance Director, agency senior management, and directors in forecasting future agency, program and project costs and funding needs.
- Provide grants administration for programs, in coordination with the Finance Director, Director of Strategic Partnerships and project managers, including assisting with post-award agreement negotiations, attending required trainings on grantee finance responsibilities, handling grants management record-keeping, developing and submitting required reporting, and ensuring compliance with grant requirements including performance measurement and progress tracking.

### **What you'll bring**

- Proven experience in accounting and finance, with particular experience in payroll, accounts payable, and accounts receivable in public and/or non-profit sector organizations.
- Ability to read budget to actual statements and convey information to others in a clear and understandable way.
- Knowledge of and demonstrated ability to apply and follow generally accepted accounting principles (GAAP).
- Grants management experience including record-keeping, reporting, and payment systems, especially for federal grants (i.e. ASAP).
- Knowledge of federal requirements under the Uniform Guidance (2 CFR Part 200).
- Ability to work in a fast-paced environment in a highly responsive manner.
- Proven attention to detail and the ability to manage tasks for multiple programs and projects at once.
- Ability to solve problems and think creatively.
- Excellent written and verbal communication skills, with the ability to convey complex information in a clear manner, particularly for federal and state partner agencies.
- Demonstrated willingness and ability to work in and as part of a team, to support others, contribute effectively, and lead as needed.
- High level of proficiency in Microsoft Office applications, with an emphasis on Excel, Word, and Outlook. Knowledge of Microsoft PowerBI or other data analysis and visualization tools helpful, but not required.
- Any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.

### **What to know**

- GPCOG offers a hybrid workplace that allows staff to work remotely, balancing the needs of the work, other teams, and individual employees.
- GPCOG offers competitive benefits, a fun, flexible, and creative work environment, and an annual salary to the low 60s for the right well-qualified candidate.

- Work hours and schedule may be flexible to 40 hours per week, with some ability to adjust based on circumstances, depending on what you bring to the position.

### **What to do now**

- Go to <http://tinyurl.com/mrv94zpr> to provide your contact information, then
  - Upload your cover letter telling us why you want to join GPCOG's team as Finance & Grants Coordinator.
  - Upload your résumé, highlighting your education, relevant experience, and skills, and
- Submit all of these no later than March 17, 2024. Applications will be reviewed as they come in and the position may be filled before the deadline, so please apply early.
- All applications must be submitted using this application portal to be considered.

### **More to know**

GPCOG serves as a federally designated metropolitan planning organization (as PACTS), the regional Economic Development District, and state designated regional planning agency supporting 25 member municipalities and other cities and towns throughout the greater Portland region. As Maine's economic center, Greater Portland is an exciting region in which to work and live. GPCOG is committed to advancing racial equity, social and environmental justice in its work to build sustainable prosperity for all in the Greater Portland and Sebago Lakes Region.

Visit us at [www.gpcog.org](http://www.gpcog.org)