



## Payments Coordinator

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 and Fuel Programs. The Payments Coordinator ensures the receipt of documentation and processes payments in an accurate and timely manner. Responsibilities include: 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. Ensure payments are processed, balanced and reported within the time frame established; analyze and apply payments to specific invoices. May prepare, distribute, reconcile and monitor invoices, accounts receivable and accounts payable for energy conservation programs; research and resolve discrepancies for all accounts and budget line items.

Qualified candidates will have:

- 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 preferred.
- 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.
- Good attention to detail.
- 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.

If you are interested in this position, please email your resume, cover letter and CTI Employment Application to: [HR@commteam.org](mailto:HR@commteam.org). Please include the name & department of the position you are applying for in the email subject line. Or, you may fax your resume with cover letter to: (978) 937-5824.

This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.