

FINANCE ASSOCIATE

Pittsfield

Elizabeth Freeman Center is hiring a full-time Finance Associate to work as part of our finance team. Proficiency in Quickbooks required. Experience with non-profits preferred.

Responsibilities:

- Assist in the implementation of finance policies, procedures, and systems
- Maintain accurate financial records
- Complete efficient data entry in Quickbooks and other information systems
- Process and file paperwork
- Perform general support with office equipment
- Maintain sense of calm in a busy environment
- Other duties as assigned to promote agency mission

Qualifications:

- Proficiency in Quickbooks
- Strong technology skills
- Solid attention to detail
- Able to handle a variety of tasks, work at a fast pace
- Motivated and organized with good communication skills
- Ability to work well as part of a team
- Bachelor or Associate Degree (may be waived for relevant, comparable level of work or life experience)
- Must successfully pass Criminal Record Check-CORI, have valid Massachusetts driver's license and reliable transportation

Work Hours:

40 hours per week including one hour paid meal break. Occasional evening and weekend work required for outreach activities.

Compensation and benefits:

Elizabeth Freeman Center believes in offering all staff competitive salary and benefits, engaged colleagues, training, and the opportunity and resources to do meaningful, impactful work. This position begins at \$23/hour (\$47,840 annually) plus \$1.00/hour increment for English/Spanish skills, additional increments for special skills and education. EFC pays 85% of health insurance, contributes to an FSA, and has HRA reimbursement for health insurance deductibles. EFC has generous paid leave as well as other benefits, including a year-end stipend dependent on funding.

Applying:

To apply, please send cover letter and resume to jobs@elizabethfreemancenter.org. Deadline is rolling until position has been filled.

EFC is an Affirmative Action/Equal Opportunity Employer. People who are bilingual/bicultural, of color, LGBTQ, and/or living with disabilities are strongly encouraged to apply.