

NOW HIRING

Administrative/Financial Specialist

Metro 4, Inc. and Southeastern States Air Resource Managers, Inc. (SESARM) are seeking an Administrative and Financial Specialist for their regional program supporting local and state air pollution control agencies.

Metro 4, Inc. is a 501(c)(6) not-for-profit voluntary association of seventeen local air pollution control agencies. SESARM is a 501(c)(3) not-for-profit voluntary association of ten state air pollution control agencies.

Our mission is to strengthen the capabilities of member agencies and help them work together to reduce air pollution impacts in the region.

We facilitate training and technical meetings, manage technical projects, and support our the member agencies. Please visit our website: <https://metro4-sesarm.org>

Applicant Questions:

Responses should be no more than one page per question, using 12-point font and one-inch margins.

1. Describe your experience providing general administrative support to office operations, including any work experience in a virtual setting.
2. Describe your experience with financial management systems, including entry and reconciliation of financial transactions.
3. Describe your experience with tracking and processing expense reimbursement requests.

CLASSIFICATION: This is a part-time (24 hours/week), salaried, non-exempt position.

LOCATION: Flexible, operating out of a home office or other suitable location within a Metro 4/SESARM membership state. Employees are expected to provide reliable internet connectivity at their own expense.

SALARY: \$2,500 to \$3,000 per month. Compensation commensurate with experience.

TARGET START DATE: To be determined.

BENEFITS: Paid federal holidays. Vacation, sick, and personal leave. Stipend based on percentage of salary in lieu of health insurance and retirement benefits.

TRAVEL: Travel is not routinely required for this position, but infrequent, moderate travel is expected.

Desired Qualifications:

EDUCATION: Graduate of a college or university with a bachelor's degree. Relevant experience may substitute for the education requirement on a year for year basis at the discretion of the Executive Director.

EXPERIENCE: Two years of administrative experience.

SPECIAL REQUIREMENTS: Driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Financial and accounting skills and experience, including use of financial and accounting software.

Good written and oral communication skills.

Solid customer service orientation.

Excellent mathematical skills and attention to detail.

Ability to travel a moderate amount.

Roles and Responsibilities:

Provides administrative support of general office operations, including reviewing and processing invoices and reimbursement requests from Metro 4/SESARM and member agency staff. Maintains office software licenses.

Acts as financial officer for Metro 4/SESARM. Prepares payment entry and deposit forms, grant drawdown summaries, and financial reports. Completes grant drawdowns from federal Grants.gov web page. Sends summary reports to Metro 4 and SESARM Treasurers.

Coordinates with accountants to maintain QuickBooks Online financial management system, including entry of financial transaction information into the system. Reconciles transactions with bank statements. Tracks invoices and assists with payment obligations.

Assists with preparation of grant applications and reports.

Manages paper and electronic filing systems, ensuring that critical financial records and reports are maintained. Provides for backup of electronic files. Implements the records retention procedures.

Assists with periodic (biennial) inventories of equipment, tangible property, supplies, and materials. Maintains property and inventory records.

Acts as a backup to the Agency Support Specialist, including facilitating events, workshops, and training courses.

How to Apply:

This position will remain open until filled. Please submit an application consisting of the following:

- Cover letter
- Resume
- Written responses to the Applicant Questions

Submit via email to Greg DeAngelo, Executive Director of Metro 4/SESARM, at gdeangelo@metro4-sesarm.org