

PARTNERS FOR PEACE
Formally Known as Spruce Run-Womancare Alliance
FINANCE/HR ADMINISTRATOR

Partners for Peace, the domestic violence resource center serving Penobscot and Piscataquis Counties, currently has an opening for a **Finance/HR Administrator**. Candidates should enjoy working independently in a friendly, fast-paced, collectivist setting, and have a strong commitment to ending domestic abuse.

The Finance/HR Administrator is responsible for maintaining the daily financial functions of the organization and forwarding the administrative, finance, and human resource goals of the organization. Working as part of the Administrative Team, this position ensures the provision of consistent, high-quality financial, human resource, and administrative services to agency staff and volunteers.

The successful candidate will be able to work effectively with a diverse group of staff, demonstrate excellent organizational and communication skills, and demonstrate flexibility in a rapidly changing environment. Prior experience working with people affected by abuse, and with administering payroll, benefits, and bookkeeping is a plus. All staff participate in crisis intervention, advocacy and community response work. Substantial experience with Quick Books and at least two years progressive experience in non-profit financial, administrative, and/or human resource management strongly preferred.

To view this job description, including a list of minimum and preferred qualifications, for this position please click on the following link:

<http://www.partnersforpeaceme.org/about-us/join-the-team/>

This is a full-time position with a starting salary of \$30,867 per year plus generous benefits.

Please send your resume, cover letter and an essay of views on domestic abuse to the following address:

Hiring Committee

Partners for Peace

P.O. Box 653

Bangor, ME 04402-0653

or Via Email: hiring@partnersforpeaceme.org

Position is open until filled, with preference given to applications received by October 3, 2017. Incomplete applications will not be considered. No telephone calls, please.

Partners for Peace is a United Way agency, an equal opportunity employer, and is funded in part by the State of Maine Department of Health and Human Services and Maine Housing. All qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.