

Partners for Peace
Formally known as Spruce Run-Womancare Alliance
Finance/HR Administrator

The staff operates by consensus in a collaborative manner. Each employee is assigned to a team which is led by a member of the Leadership Team. All staff strive to incorporate into their programs the input and experiences of people affected by domestic violence and abuse.

Purpose of position: This position is responsible for the daily financial functions of the organization and forwarding the administrative, finance, and human resource goals of the organization while assuring the high-quality financial, human resource, and administrative functioning of the organization.

Status: Exempt

Team: Administration

Location: Bangor

Specialized responsibilities of this position:

1. Administer financial operations in accordance with the organization's financial policies and procedures.
2. Working with the Facilitative Director, develop and monitor the organization's budget.
3. With the Operations Administrator, provide for cash disbursements and cash receipts.
4. Process payroll with payroll service bi-weekly.
5. Manage and renew benefits plans.
6. Oversee the human resources functions of the organization, ensuring compliance with all applicable laws and regulations.
7. Perform other duties as assigned.

Minimum qualifications for this position:

1. Basic requirements as listed in Responsibilities of All Staff.
2. Two years progressive experience in non-profit financial, administrative, and/or human resource management.
3. Substantial experience with Quick Books or other comparable accounting software.
4. Bookkeeping/accounting experience, preferably non-profit.
5. Experience with payroll and benefits management.
6. Excellent written and oral communication skills
7. Flexibility in a rapidly changing environment.

Common responsibilities of all positions:

1. Deliver direct services to people affected by domestic abuse.
2. Deliver community education programs.
3. Participate in interagency networking and other activities as indicated by agency needs and individual job responsibilities, including but not limited to the Maine Coalition to End Domestic Violence.
4. Participate in organizational activities including staff meetings, committee meetings, in-service training, peer evaluations, and program planning.
5. Participate in recruitment, screening, training, and support of volunteers.
6. Report and/or compile statistics and units of service accurately and timely.
7. Participate in fiscal management of the organization and/or program.

Requirements common to all positions:

1. Successful completion of the organization's core direct service (hotline) training
2. Understanding of domestic violence and abuse
3. Understanding of and ability to maintain confidentiality
4. Willingness and ability to employ the self-help model of service delivery
5. Reliable transportation and required insurance
6. Willingness and ability to work flexible hours, including some nights and weekends
7. Capability to provide 24 hour confidential hotline coverage as scheduled
8. An understanding of requirements of funding for one's position and the organization in order to participate in meeting those requirements
9. Ability to work effectively as a member of a team and participate in consensus decision making
10. Effective written and oral communication skills
11. Basic computer skills
12. Comfort with diverse populations