
Job Description: Housing Services Finance Coordinator

Job Title: Housing Services Finance Coordinator

Classification: Exempt – Class 3

Salary Range: \$70,000-\$95,000

Work Hours: Flexible, but usually 9-5 Mon-Fri.

Location: Based in home office with travel to Augusta at least weekly and as needed

Travel: Statewide and occasional out-of-state travel

Supervisor: Grants & Contracts Director

MCEDV Mission

The Maine Coalition to End Domestic Violence advocates for the right of all people to live free from domestic abuse and all forms of violence.

Position Purpose and Overview

The Housing Services Finance Coordinator supports MCEDV's Administrative Team to ensure timely and accurate processing of financial transactions, expense reporting, recordkeeping, and grant administration associated with MCEDV's federally funded housing programming. MCEDV is committed to working toward a better appreciation of the spectrum of what safety means to survivors across communities, and allocate our time, resources, and advocacy efforts in a way that better positions us to help all survivors access what they need to attain safety and thrive. We have a solid foundation in social justice work and aspire to do better. The Housing Services Finance Coordinator is a key member of the MCEDV team in this work, which is a commitment and journey requiring full staff engagement, implicating all aspects of our work.

Work Performed/Position Responsibilities

MCEDV administers a statewide Rapid Rehousing Program (RRH), funded by the U.S. Department of Housing and Urban Development (HUD), which provides survivors and their children with rental assistance and supportive services, enhancing their safety and ability to

live independently. To meet its extensive fiscal obligations associated with this program and several other federal grants, MCEdV has a team of administrative staff that work closely together to ensure appropriate internal controls and sustainability.

The Rapid Rehousing Program (RRH) provides funds for up to two years of rental assistance for survivors of domestic violence and their children. The program offers participating survivors supportive services that provide funds for groceries, utilities, and moving costs. This grant also provides funding for one housing navigator at partner Domestic Violence Resource Centers (DVRCs) from our membership, who are subrecipients under the grant. MCEdV is responsible for paying rent to participating landlords, providing technical assistance to subrecipients, reimbursing subrecipients monthly for supportive services expenses they have incurred, and maintaining all required records such as contracts, leases, invoices, payments, and more.

The Housing Services Finance Coordinator will work closely with the Finance Director, Grants and Contracts Director, Housing Programs Director, and the Operations Coordinator, providing appropriate redundancy of knowledge and skill to ensure sustainability of processes and procedures necessary to keep MCEdV financially sound. The activities listed below are the primary responsibility of the Housing Services Finance Coordinator.

Financial Administration

1. Acting as point person for – and communicating with – subrecipients and landlords regarding monthly payment details and associated questions.
2. Coordinating the initial financial documentation for landlords of newly approved vouchers.
3. Reviewing, coordinating signatures, and compiling subrecipient invoices for ongoing monthly expenses including rental payments, supportive services, and more.
4. Scheduling monthly rental payments and maintaining the rental payment tracker.
5. Preparing records for annual audit to ensure copies of leases, proof of payments, and documentation to support all reimbursements are complete and accurate.
6. Coordinating the preparation of the annual 1099 filing with the IRS.
7. Program-related recordkeeping to ensure accurate bookkeeping.

Grant Administration

1. Maintaining relevant SharePoint folders to ensure required documentation, such as invoices, match reports, and rental trackers, is up to date, accurate, and easily accessible to staff and subrecipients.
2. Compiling subrecipient match reports on a quarterly basis.

3. Compiling and reconciling expenses for the Annual Performance Report (APR) to HUD, and providing support regarding subrecipient data for the APR.
4. Creating monthly grant spenddown reports for each subrecipient.
5. Creating annual close out reports summarizing funds spent per subrecipient to inform the APR.
6. Assisting with records and documentation for annual monitoring by HUD and/or the Maine State Housing Authority.
7. Provide support for, and participate in, subrecipient monitoring.
8. Supporting the development of subrecipient contracts, which are updated on an annual basis.

Special Projects

In alignment with its mission, MCEDV often initiates special projects to support systems change advocacy, including the development of public policy, training programs, prevention and intervention services, and quality assurance mechanisms. The Housing Services Finance Coordinator will engage in special projects and other duties to meet the ongoing needs of the organization at the direction of the Grants & Contracts and Executive Directors.

Qualifications and Skills

We seek candidates who:

1. Have a bachelor's degree in related field as well as 5 years' experience and demonstrated competence in the areas covered by the job description.
2. Have expertise and experience developing and working with Excel spreadsheets.
3. Have understanding of or experience with federal grant compliance.
4. Have comprehensive understanding of domestic abuse and violence through advocacy or personal experience and have completed MCEDV's Core Advocacy, Intervention, Response, and Ethics Training prior to or within the two years of employment with MCEDV.
5. The successful Housing Services Finance Coordinator applicant will:
 - a. Understand and be committed to issues of diversity and demonstrate the ability to work in a multicultural environment.
 - b. Research, analyze, and present information effectively.
 - c. Listen and respond effectively to membership concerns and needs.
 - d. Demonstrate ability to engage, inform, and support committees in accomplishing shared social change and advocacy goals.

- e. Communicate verbally in a clear and direct manner.
- f. Possess excellent writing skills.

Additional Requirements

1. The results of a thorough background check, including a Maine Bureau of Investigation Criminal History, Maine Bureau of Motor Vehicle Driver's Record, Maine Sex Offender Registry, and Federal Suspension & Debarment/Excluded Individuals or Parties, must not contain any disqualifying information. Background screening will be conducted in compliance with all governing laws.
2. Experience with a variety of software applications including, but not limited to, database programs, Microsoft Word, Excel, and Office 365 programs.
3. Excellent organizational skills and attention to detail.
4. Appropriate conflict resolution methods which lead to positive solutions.
5. Time management skills.
6. Ability to maintain and preserve confidentiality.
7. Ability to provide own transportation (fully insured vehicle), provide proof of and maintain a valid driver's license, and compliance with Maine law regarding vehicle insurance.
8. Ability to work cooperatively with a variety of people as well as independently with minimal supervision.
9. Ability to successfully manage prioritization of tasks related to multiple projects; and
10. Willingness and ability to travel in-state and out-of-state as needed.

Physical Requirements and Working Conditions

1. Must be able to manage a fast-paced office environment with the potential for stress.
2. Must be able to drive and be available for occasional travel to meetings.
3. Must be able to work a flexible schedule when required by work demands.
4. Must be able to do occasional lifting and transporting of materials.

MCEDV is committed to creating and maintaining a team with a diverse set of skills and varied life experience to best accomplish our mission. We are an equal opportunity employer and do not discriminate based on race, religion, color, national origin, sex, military status, age, disability, sexual orientation, gender identity, or any other characteristic protected by law.