

# HELP WANTED: P.A.C.E., Inc. is looking to fill two Financial Coordinator positions

COME JOIN OUR PACE FINANCE TEAM! TWO (2) POSITIONS AVAILABLE  
FOR "FINANCIAL COORDINATOR"

PACE, Inc. is a non-profit Community Action Agency incorporated in 1982 to mobilize and utilize both public and private resources to affect the improvement of the economic and social quality of life for low income residents of the Greater New Bedford area for the last 39+ years.

The candidates selected to fill these positions must have the following qualifications and skills:

- Bachelor's degree and at least 5+ years of finance or accounting experience required;
- Strong bank reconciliation skills needed;
- Self-motivated, detail oriented with organizational, analytical, interpersonal, and communication skills a must;
- Ability to multi-task as well as maintain a professional relationship with all staff and be open to detailed training.

The position entails accounting and reporting for numerous grants and contracts mostly federal and state funded, and as such requires levels of oversight necessitated by outside auditing and fiscal monitoring by funding sources. Will be assisting the Director of Finance and the Assistant Director of Finance in maintaining the fiscal operations of PACE and subsidiaries in accordance with AICPA Accounting Standards and all pertinent funding source requirements.

Excellent benefits include paid vacation time, personal time,

sick time, and holidays; low-cost health insurance, dental, vision plans, and no-cost life insurance.

**SALARY:** \$28.85 – \$33.65/hour, dependent upon experience and skills; 40 hours per week, 52 weeks. per year.

**P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

*E-mail a cover letter, resume and the name of the position you are applying for to: [hrjobapplications@paceinfo.org](mailto:hrjobapplications@paceinfo.org) no later than: Monday, February 28, 2022.*