



## **Child & Family Services Grants and Fiscal Coordinator**

Child & Family Services provides early care and education for children and families in northern Kennebec and Somerset Counties. We have an opening for a Grants and Fiscal Coordinator. This is an excellent opportunity to become part of a team who provide administrative, financial, data, office, and enrollment support. This is a full-time, year-round position.

***Responsibilities include:*** Coordinating budgets for grants and contracts; assisting with grant preparation and reporting; coordinating accounts payable and receivable transactions; generating invoices for collaborative partners; providing enrollment support including child care billing, attendance, and payment information; budget and financial reporting; and auditing child eligibility files.

***Requirements:*** Associate's Degree in accounting, business, or a related field and/or 5 years' experience. Must demonstrate strong written, verbal, and interpersonal communication skills; strong organizational skills; ability to work effectively with internal and external customers; accuracy and attention to detail; critical thinking; ability to set priorities and meet deadlines; proficient computer skills including Microsoft Word, Excel, and Access. Must be able to meet requirements of agency and state child care licensing regulations for background checks, fingerprinting, and a physical exam. Must hold a valid driver's license and have use of a vehicle insured to state of Maine requirements.

Benefits include a family-friendly work environment; 12 paid holidays; bi-weekly accrual of paid time off; employer sponsored retirement plan; health, life, dental/vision, and disability insurance options.

Accepting applications until a suitable candidate is found. Interested applicants should submit a letter of interest and resume or application to:

Human Resources  
Kennebec Valley Community Action Program  
97 Water Street  
Waterville, ME 04901

E-mail: [lindas@kvcap.org](mailto:lindas@kvcap.org)

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