Finance Assistant

Berkshire Regional Planning Commission has an immediate fulltime, benefited position opening for a highly responsible, energetic individual to serve as a Financial Assistant for a regional planning agency and our non-profit in western Massachusetts.

This position performs day-to-day financial transactions and maintain contracts and financial information. The Finance Assistant serves as part of the Administration team that supports all accounting activities for the Commission and Berkshires Tomorrow Inc. Duties include contracts administration, billing, preparation of vendor and expense checks, cash receipts, processing semi-monthly payroll to a third-party vendor, and maintaining accurate records, as well as other duties related to BRPC and Berkshires Tomorrow Inc. finances.

The individual serving in this position must be capable of exercising a high degree of confidentiality and accuracy in a fast-paced environment.

The Finance Assistant position requires a minimum of a bachelor’s degree in Accounting or related field and one-year experience or any other equivalent combination of education, experience and training which provides the required knowledge, skills and abilities to perform the essential functions of the position. Five years of directly related experience may be substituted for a degree. Previous accounting experience in a municipality, non-profit organization or consulting firm environment helpful.

The successful candidate must have strong skills with Excel, and an intermediate knowledge of Microsoft Office programs such as Word, Publisher, Access and accounting software such as Sage Peachtree or QuickBooks. The candidate must possess excellent written and oral communication skills, as well as the ability to present numerical data effectively. Also, required are strong organizational and time management skills.

The hiring range for this position is $23.68 to $27.21 per hour, not to exceed 40 hours per week, with a very attractive benefits package. Minimum work week is 35 hours per week with flex time available.

Submit the following items to officeassistant@berkshireplanning.org by email only: cover letter, resume, and copies of any special licenses related to the position. Please include the phrase ‘Finance Assistant’ in the subject line of your email. No telephone calls. Position available immediately and open until filled. A position description and information about BRPC is available at http://berkshireplanning.org/about/employment-and-internship-opportunities/. EOE/Smoke-and Drug-free Workplace. 1 Fenn Street, Suite 201, Pittsfield, MA 01201. Only serious applicants should apply.