



## FINANCIAL GRANTS & HUMAN RESOURCES COORDINATOR

### POSITION SUMMARY

The Financial Grants and Human Resources Coordinator (Coordinator) will be responsible for coordinating with finance and program staff on financial grant and human resources tasks.

Specifically, the Coordinator will:

- Coordinate the financial components of grants management.
- Administer the organization's benefits programs.
- Administers the organization's hiring process and maintains and processes the human resources records and reports.

### ABOUT ONE|NB

Our Mission is to Develop Affordable Housing and Engage Neighbors across Greater Providence to Cultivate Healthy, Vibrant, and Safe Communities. At full complement, ONE Neighborhood Builders (ONE|NB) has 28 full-time equivalent team members. ONE|NB is a NeighborWorks America charter member and is governed by an active Board of Directors consisting of 14 members. The organization's annual operating budget is \$6.5 million.

### STRATEGIC DIRECTION

We accomplish our mission through:

- ***Robust Housing Development and Quality Real Estate Management***  
ONE|NB will expand the availability of affordable, high-quality homes through the production, preservation, and acquisition of residential and mixed-used properties within our historic home of Olneyville and across Greater Providence.
- ***Addressing Root Causes of Health Disparities***  
ONE|NB will engage residents and community-based organizations in our nine Central Providence neighborhoods to generate the social and economic conditions that prolong life expectancy and work to eradicate systemic barriers that lead to health disparities.
- ***Embracing Innovation and Building the Community Development Field***  
ONE|NB will emerge as a thought leader in the field by distilling the lessons learned from developing and managing housing and convening residents and community organizations. We will participate in local and regional community development conversations, produce research, and case studies, and amplify the impact of our community partners.

## KEY RESPONSIBILITIES

1. Financial Grants Coordination – Approximately 60% of time
  - Assist with compiling and maintaining financial records and transactions for all operating grants, in both hard copies and electronic format.
  - Maintain checklist of financial contract conditions and assurances for each grant and coordinate compliance with grant programmatic manager.
  - Collect, organize, and review invoices for expenditures under all grants in accordance with internal accounting procedures and to ensure that costs have been properly allocated in accordance with the grant budgets.
  - Provide programmatic grant managers and the associate director of resource development with financial documentation, materials and reports as needed.
  - In coordination with the Controller, oversee and participate in the preparation of monthly or quarterly grant billing to funding entities, coordinating financial submissions with programmatic report requirements.
  - Track and follow up on accounts receivable for billed grants.
  - Collect, organize, and review sub-grantee requests for payment to assure that the requests are in proper form and follow the requirements of executed memorandum of agreements. Create check requests for execution by program manager. Coordinate with program managers regarding delayed or incorrect submissions., communicating directly with sub-grantees, as necessary.
  
2. Human Resources Coordination – Approximately 40 % of time
  - Benefits Administration
    - Administration of all employee benefits programs, including health and dental insurance, vision, life, disability and accident insurance, voluntary benefits, 401(k), COBRA, FMLA, TCI and other leaves, and statutory benefits. This includes adding new members, terminations, and changes.
    - Process payroll and benefit documents for submission by Controller or Director of Finance, ensures accurate record keeping and proper deductions and reconciles monthly billing; resolves administrative problems with the carrier representatives or through the benefit broker.
    - Provide guidance and assistance to employees relative to the company's benefits programs, policies and procedures and provides benefit orientation to employees.
    - Administers unemployment, temporary disability income and workers compensation claims and prepares related reports.
  - Personnel Recruitment
    - Reviews job descriptions to ensure consistent with standard template.
    - Posts job descriptions and manages associated costs, coordinating with the hiring manager.
    - Available to assist with scheduling interviews for hiring manager.
    - Performs criminal background checks.
    - Executes the onboarding process, ensuring all required documentation is collected, and that all required trainings take place. Coordinates with the Office Manager, assure standard and specialized software, technology, and equipment requirements are provided.

- Administration
  - Maintain up to date personnel files for all staff, working with supervisors to complete required personnel change forms.
  - Manages administration of performance management process.
  - Provide managers with documentation and materials for employee relations matters as needed.
  - Responsible for various reports including but not limited to Headcount, Workers Compensation, 401(k), census, turnover, year-end, ad-hoc, etc.
  - Assists with policy review and updates the Employee Handbook.
  - Replies to requests for verifications of employment.

3. Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Associates degree in finance, administration, or similar field.
- Two to three years of related experience in finance such as accounts payable and receivable, payroll, and office administration. Human resources administration preferred.
- Careful attention to detail and accuracy in work.
- Skilled at multi-tasking.
- Proficient with Microsoft Office including Excel and Word.

## **COMPENSATION**

ONE|NB offers a robust benefits package (including health, dental, and vision insurance), a retirement plan with matching contribution, a generous allotment of paid holiday and personal/vacation time, flexibility to occasionally telecommute from home, and an inspiring & innovative organizational culture. The salary range is from \$50,000 to \$55,000 and will be commensurate with experience. Candidates are not required to provide proof of COVID-19 vaccination, though vaccination is strongly recommended.

## **APPLICANT INSTRUCTIONS**

ONE|NB works to dismantle all forms of discrimination. We fight the systems that oppress people from a vast range of identities and experiences. Cultivating a team that embodies the diverse experiences of Central Providence communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and bicultural individuals; people with disabilities; members of LGBTQQ+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

Submit resume and thoughtful cover letter by March 1, 2023, to Robert Ebersole, Director of Finance as [ebersole@onenb.org](mailto:ebersole@onenb.org).