**Fiscal Coordinator**

**About MOVA**

MOVA is an independent state agency governed by the Victim and Witness Assistance Board. MOVA strives to advance victim rights by ensuring all victim and survivors of crime across the Commonwealth are supported and empowered through access to high-quality services that are trauma-informed, culturally responsive, and reflective of diverse communities. MOVA achieves this through survivor-informed work, advocacy for enhanced victim rights and services, partnerships with agencies and individuals, and a commitment to providing funding and services for underserved and marginalized communities.

**Job Overview**

MOVA is seeking a detail-oriented, organized, mission-driven finance professional to join our Fiscal team. Reporting to the Director of Finance, the Fiscal Coordinator executes day-to-day financial transactions through multiple funding streams which support MOVA’s funded programs and stakeholders. The Fiscal Coordinator must be self-motivated, technically savvy, a strong communicator, and have experience working on financial/accounting activities such as financial reporting, reconciliations, and making payments.

**Responsibilities**

**Fiscal Administration:**

* Utilize the Massachusetts Management and Accounting Reporting System (MMARS) to process and administer financial transactions
	+ Maintain accurate record keeping for reimbursements and payments to sub-recipients and vendors
	+ Communicate with Comptroller’s Office to resolve issues
	+ Assist the Director of Finance and Fiscal Specialist in fiscal close/open activities
	+ Maintain and troubleshoot relevant Access databases and MS Excel documents

**Grant Award Administration:**

* + Primary contact for reviewing, certifying, and processing sub-recipient monthly and quarterly grants invoices in MOVAs online grants management system (Egrants); review and resolve disputed invoices
	+ Assist with the creation and validation of sub-recipient contracts, ISAs (Interdepartmental Service Agreements), reimbursement invoices, and other documents related to various federal grants and state funds in MMARS
	+ Serve as primary Grants team financial contact on payment issues and audit information requests
	+ Assist in year-end projected reversion reports in coordination with Program Coordinators

 **Accounts Payable/Receivable:**

* + Process the timely payment of administrative invoices
	+ Manage and reconcile administrative billing accounts
	+ Deposit, reconcile, and maintain accurate records for donations received to the Garden of Peace trust fund as needed

**Qualifications**

* Minimum of two years of relevant professional work experience; a degree may substitute for up to one year of professional work experience
* Knowledge and experience in accounting/finance
* In-depth knowledge of MS Office Suite, including proficiency with Excel
* Proficiency with financial accounting systems; experience with MMARS preferred
* Ability to maintain accurate records and prepare financial reports
* Proven ability to handle confidential information with the utmost discretion
* Ability to multi-task
* Exceptional attention to detail and overall organizational skills
* Ability to establish and meet deadlines consistently and effectively problem-solve
* Commitment to furthering the agency’s overall mission
* Valid driver’s license and ability to travel within Massachusetts

**Additional Information**

* Submit cover letter, resume, and any accommodation requests to MOVAHR@mass.gov
* MOVA is an equal opportunity employer and strives to ensure that those working in our office reflect the diversity of the communities we serve. MOVA encourages applicants from a broad spectrum of backgrounds to apply for positions.
* Non-managerial, non-exempt position
* Salary range of $55,000 - $60,000 annually
* Position is primarily work from home with occasional travel throughout MA, including to MOVA office locations in Boston and Northampton