Payments & Production Administrator

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork is a private non-profit organization with over 500 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

At Community Teamwork our employees enjoy best-in-class benefits to support their physical, financial and emotional wellness.

We offer:

- Casual work environment
- 4 weeks of PTO
- Medical
- Dental
- Vision
- Paid Life Insurance
- Tuition reimbursement
- 11 paid holidays
- Paid sick leave
- Career advancement and professional development
- 5% contribution to your 401K whether you participate on your own or not.
- Great co-workers and a great mission with an outstanding Community Action Agency

Successful candidate will possess:

- Excellent problem solving /judgment skills and a high level of attention to detail and accuracy.
- Excellent analytical ability and research skills.
- Associate’s Degree, Bachelor's preferred.
- Good organizational, interpersonal oral and written communication skills.
- Ability to work independently and as a team in a fast paced, detail oriented and environment.
- Proficient computer skills required in basic computer software and data collection systems. Experience with Accounts Payable software preferred.
- Experience with client advocacy via Massachusetts energy consumer rules and regulations, preferred.
- Night and weekend work may be required as needed.
- Sensitivity to needs of low income and elderly families required.

General Summary

Payments and Production Administrator is responsible for providing client support by processing vendor and client payments for the Energy Conservation Programs, tracks job turnover, ensures the receipt of documentation, analyzes reports, identifies production issues and recommends strategies to overcome these issues.

Duties and Responsibilities:
• Prepare and analyze job aging, call back, in process inspection reports, develops tracking systems and meets with the Director of Weatherization and the Quality Assurance and Training Coordinator or other designated staff to develop strategies to ensure that jobs are being processed in a timely manner.
• Assists the Weatherization Services Director to develop and submit monthly reports to the funding source.
• Receive, verify, and enter detailed and accurate documentation for all applicant categories in order to process payments to vendors, clients and contractors in a timely manner as determined by program funding source. Ensure payments are processed, balanced and reported within the timeframe established.
• Analyze and apply payments to specific invoices. Prepare, distribute, reconcile and monitor invoices, accounts receivable and accounts payable for energy conservation programs. Involves analyzing invoices and payments from multiple funding sources, with different payment authorization rules.
• Research and respond to internal and external inquiries on a variety of budget accounts receivable and payable issues. Research and resolve discrepancies for all accounts and budget line items.
• Prepare and process weekly Fuel Assistance check runs ensuring that all payments are issued in accordance with regulations.
• Inventory and ordering for all energy conservation programs. Assists Weatherization Director to develop, coordinate, and monitor program budgets. Prepare large mailings for Fuel Assistance program as needed. Assist with program outreach and marketing of Energy Conservation Programs as needed.
• Must have evidence of full COVID-19 immunization or must request and receive approval for a religious or medical exemption.

If you are interested in applying, please click the link below, or visit our website:  www.commteam.org


All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. Community Teamwork is a drug free work environment.

This is an exciting opportunity to become an integral member of an innovative team in an organization committed to excellence.