FRANKLIN COUNTY CDC COMMUNITY DEVELOPMENT CORPORATION
WESTERN MA FOOD PROCESSING CENTER

Finance Specialist
Applications will be reviewed starting April 28, 2025, and the position will remain open until filled.

Get to Know our Culture
At the Franklin County Community Development Corporation (FCCDC), we believe a strong local economy builds community and benefits everyone and we are dedicated to building a diverse, inclusive workplace. We recognize that we have been operating within the White Dominant Culture, and we are working to disrupt it internally through education, shared and personal work on our own development, and an openness to discussion. Our employees are people with different strengths, experiences, and backgrounds, who share a passion for strengthening the regional economy for all people and increasing its sustainability. For the FCCDC, diversity includes race, gender identity and expression, age, disability status, sexual orientation, religion, socioeconomic status, and many other parts of one's identity. All our employees' points of view are key to our success, and inclusion is everyone's responsibility here. No matter who you are or where you come from, you are welcome here. At the FCCDC, we embrace individuality, support human growth, and recognize the value of second chances.

More About Us
The FCCDC is a nonprofit community economic development organization based in Greenfield, Massachusetts, that since 1979 has helped thousands of entrepreneurs and business owners of all types at every stage—from assistance writing a business plan to flexible financing and connections to resources. Through our Western Massachusetts Food Processing Center (WMFPC), we work with farmers and food entrepreneurs to strengthen the food system, offering rental manufacturing space, prototyping and co-packing services, and assistance with value-added operations. We also operate a small business incubator and administer a variety of other programs. The FCCDC employs 20 hardworking staff committed to the organization's overall success. We have an operating budget of $3.7 million and assets of $12.8 million.

Position Description
The Finance Specialist will support the day-to-day financial operations of the organization, including bookkeeping, accounts payable/receivable, payroll, and grant reporting assistance. This role includes general administrative and client engagement tasks to keep our office running smoothly and to serve entrepreneurs in our community.

Duties and Responsibilities
Accounts Payable (AP) & Vendor Management
- Processes invoices, ensures proper coding, and enters payments into the accounting system
- Schedules and processes vendor payments
- Assists in tracking grant and loan-related expenditures
- Tracks outstanding payables and ensures timely disbursement

Accounts Receivable (AR) & Revenue Management

- Invoices tenants, donors, and program participants
- Monitors incoming payments and follows up on outstanding receivables
- Records all deposits, including donations, grants, loan payments, and other income

Banking & Reconciliations

- Processes ACH payments
- Processes and records bank deposits, including checks and electronic transfers
- Performs monthly bank reconciliations and resolves discrepancies
- Manages credit card transactions and reconciliations, ensuring accurate classification

Financial Record-Keeping & Audit Support

- Maintains financial documentation for audits and compliance
- Provides financial data and reports as needed for grant reporting and board meetings

Client Engagement & Training

- Provides limited technical assistance to clients on related topics
- Conducts workshops on financial best practices, accounting systems, or other related topics

General Duties

- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias
- Help meet organizational goals and mission; participate in anti-racism activities; and help work for racial, social, and economic justice
- Participate in FCCDC client and staff meetings, team meetings, and professional development activities
- Ensure FCCDC values are brought to all aspects of the work: Racial, Social, and Economic Justice; Community Empowerment; Innovation; Collaboration; and Integrity

Requirements

Minimum Requirements

- Proficient in Microsoft Office (Excel, Word, Teams, Outlook)
- Proficient with QuickBooks
- Knowledge of accounting principles
- Strong attention to detail and organizational skills
- Strong communication skills for client interactions and team collaboration
- Ability to manage multiple tasks and meet deadlines

Desired Qualifications

- Previous experience in a nonprofit setting
- Familiarity with grant reporting

If you are excited about this role and have relevant experience but your experience does not align exactly with every requirement, we encourage you to apply.

Additional Information

Job Environment

We work 37.5 hours per week and provide flexible schedules, when possible, so that each employee is productive in a way that works for the organization, them, and their family. We are a pet-friendly office.

We are a CORI-friendly employer and consider all applicants regardless of their background. While we do conduct background checks as part of our hiring process, a past record does not automatically disqualify candidates. We evaluate each applicant based on their qualifications, experience, and the specific requirements of the role.

Salary Range/Benefits

- Salary range $65,000 – $70,000 depending on experience
- Retirement: 3% match
- Paid vacation, personal, and sick time
- Health insurance, health savings account

Reports to
Finance and Administration Director

Type of Position
Location: On site, Greenfield, MA
Employment Status: Full time
Fair Labor Standards Act Status: Exempt

Application Instructions
To apply, send a resume and cover letter to resumes@fccdc.org. Please address the following in your cover letter:

Please share why you're interested in working at the FCCDC.

How do your past experiences and future ambitions make you a good candidate for this role?

How do you see yourself as contributing to FCCDC's racial, social, and economic justice mission?

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, religion, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

If you need an accommodation to apply, please call (413) 774-7204 or email resumes@fccdc.org with the subject line “Application Accommodation.”