



community development partnership

Job Opportunity Administrative & Accounting Coordinator

The Organization

The Community Development Partnership leads the Lower Cape in building a diverse year-round community of people who can afford to live, work, and thrive here. To accomplish our mission, we promote, develop, and manage affordable housing; nurture the launch and growth of small businesses; and facilitate collaboration with business, non-profit and government partners.

Achieving our mission requires several strategies and a range of programs. Our work starts with creating affordable homes—so essential to a healthy economy, but a real challenge in communities like ours where seasonal and vacation dynamics drive the market beyond the reach of many who live and work locally all year round.

We also work to launch entrepreneurs and strengthen local businesses. We believe a vibrant future depends on sustaining traditional industries and inspiring new ones—especially when they’re based on renewable natural resources such as fishing and farming.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Based in Orleans, MA, the CDP has an annual budget of \$4 Million funded through government & foundation grants, contributions from individuals & businesses and earned revenue. A staff of seventeen professionals is charged with delivering the organization’s programs and the organization is governed by a 16-member Board of Directors comprised of business and community leaders.

Job Opening: Administrative & Accounting Coordinator

Status: Full-time Exempt Position (37.5 hours/week)

Time Frame: Review begins February 15, 2024, position open until filled.

DESCRIPTION

The Administrative & Accounting Coordinator is responsible for supporting organizational operations by maintaining efficient office support systems and supporting the Finance Team. The position reports to the Chief Financial and Administrative Officer and is part of the four-person Finance & Administration Team.

260 Cranberry Highway, Orleans, MA, 02653 ph: 508.240.7873 | 800.220.6202 fx: 508.240.5085

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The successful candidate will work from the CDP's office located at 260 Cranberry Highway, Orleans, Massachusetts; there is an opportunity to work remotely up to 60% of the time at the conclusion of a successful introductory period. This is a full-time, non-exempt position (37.5 hours/week).

Our Ideal Candidate

Our ideal candidate will be an entrepreneurial professional with ambition, a strong work ethic and who is passionate about the work we do. We seek an energetic, collaborative, and dependable team player, who enjoys coming up with new ideas as well as overseeing existing initiatives. Successful candidates should be creative, flexible, detail-oriented, excel at multitasking, able to think outside the box, and able to transition creative solutions into practice.

Specific duties will include but not necessarily be limited to:

Administrative Tasks (to be shared with the Executive Assistant and Administrative Coordinator):

- Mail/Email – Daily logging in and distribution
- Management of all checks/payments received including daily deposits, recording payments, and maintaining documentation
- Oversight and maintenance of office systems and technology including phone system, copier/scanner, and office supplies
- Manage office service and equipment contracts including IT, copiers, printers, video conferencing, etc.
- Order supplies and equipment for all staff, maintain professional and technical knowledge of all equipment and software
- Manage office facilities and interface with office landlord.
- Manage CDP memberships, accounts & filings with local, state and federal offices
- Maintain Office Manager Manual
- Support Chief Program Officer in grant submission and reporting including distributing annual report and audited Financial Statement to appropriate funders and creditors.
- Manage the administrative on-boarding new employees
- Support CEO in preparation of agendas and materials for organization's Board of Directors and Committees
- Support CEO in managing calendar
- Support for accounts payable in maintaining vendor accounts payable files

Accounting Tasks (working with other members of the Finance team to compile, analyze and report financial data)

- Assist the comptroller in processing all tasks related to accounts payable in accordance with Generally Accepted Accounting Principles (GAAP) and organizational policies
- Ensure a clean audit trail is maintained for all payables, including proper backup for all check requests
- Maintain all vendor files and ensure the filing of all vendor invoices and payments is completed on a weekly basis

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- Assist the comptroller is reconciling the monthly credit card bill
- Manage collection of W-9s for all organizational vendors
- Maintain corporate credit cards and credit accounts with vendors for CDP's programs and properties
- Reconcile vendor statements to the vendor invoices received and follow up as necessary
- Post journal entries generated by the CFAO and Comptroller when so requested to do so.
- Administer and reconcile the CDP's petty cash account.
- Invoice grants and major sponsorships as-needed to collect those funds
- Administer the organization's cyber security training programs for each new hire in connection with their onboarding process and on at least a quarterly basis, on a company wide basis with follow thru to insure that all employees complete each assigned training.
- Other responsibilities as assigned by the CFAO

Skills and Experience

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate a majority of the qualifications and experiences** listed below:

Required

- A passion for the CDP's mission
- An associate degree with a preference for study in Accounting, Finance, Management
- Three years of professional experience
- Commitment to results; 'can-do' mindset; outstanding problem-solving ability
- Excellent organizational, analytical, communication and presentation skills
- Sense of humor, integrity, personal sense of accountability
- Excellent computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Power Point, Outlook 365), Salesforce, Zoom video conferencing and accounting software such as Oracle NetSuite

Compensation: The CDP provides a competitive salary, as well as a generous package of benefits including vacation, sick time, and retirement benefits.

The CDP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.

To Apply: Please submit a cover letter summarizing your professional experience as it relates to the job description and stating your salary requirements, followed by a resume, combined into a single PDF.

Email your PDF to Kathleen Boyce, Chief Financial and Administrative Officer, E: Kathleen@Capecdp.org
References may be requested. Review begins February 20, 2024. Position open until filled.

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