

Job Posting: Finance Assistant

(1 Full-Time Position in Northampton, MA or Rockville, MD)

This is us

CommunicateHealth is a mission-based consulting company that helps public and private sector organizations simplify health information. We design healthcare services, personal health tools, public health and emergency communications, and innovative interactive media. We employ a talented team of plain language writers, designers, developers, and usability specialists dedicated to creating health information and services that are attractive and easy to use. We're committed to making a difference in the world and in the lives of our employees. Check us out at www.communicatehealth.com.

This is you

We are looking for a motivated Finance Assistant whose perfectionist eye for detail applies to every task that you do. In addition, you work well in fast-paced environments and have no trouble completing time-sensitive tasks. You are able to manage your time and tasks responsibly and have strong computer skills with working knowledge of Microsoft Word, Excel (for assisting with detailed and complex budgets), and Outlook.

Responsibilities

Supports the finance manager with all finance related activities, including:

- Helping to finalize budgets, contracts and pricing
- Maintaining accurate records of expenses, including ODC's (other direct costs), and subcontractor invoices
- Using time and billing software to set up project budgets, pull staff utilization reports, and assist project teams in all aspects of time and expense tracking
- Assisting with other finance related activities as assigned by the Finance Manager or principals
- Maintaining accurate documents for the bookkeeper for accounts payable/accounts receivable, and invoicing



Looking for:

- Experience with Excel and excellent attention to detail
- Ability to handle multiple tasks with varying priorities in a fast-paced environment
- Ability to effectively communicate with team members
- Willingness to learn and think strategically
- Knowledge of QuickBooks, preferred
- Knowledge of BillQuick and various contract types (including time and materials, fixed price, and cost reimbursable) helpful

Qualifications:

- Bachelor's degree, or AA in finance related field
- 2-3 years of professional work experience in a finance environment preferred

How To Apply

Please send cover letter, resume, and 3 references to admin@communicatehealth.com.

We offer highly competitive salaries and full benefits.

CommunicateHealth is committed to workplace diversity and providing equal employment opportunities for all qualified applicants and employees.

As federal contractors, we are required to ask applicants to submit a voluntary Demographics form, at www.communicatehealth.com/company/contact/. No personnel selections are made based on this information

