



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

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Benefits Manager

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Human Resources Assistant

JOB POSTING
FINANCE DEPARTMENT
ARPA, CARES Act & FEMA Finance Assistant
Temporary Part-time Position

Job Title: ARPA, CARES Act & FEMA Finance Assistant

Location: City Hall, 24 Lowell Street, Peabody, MA 01960

Schedule: Part-time temporary, 25+ hours per week

Pay: \$25-\$35 per hour, pay rate depends on qualifications
* Position is contingent on availability of grant funding

The City of Peabody is seeking candidates for the position of American Rescue Plan Act (ARPA), Coronavirus Aid, Relief, and Economic Security (CARES) Act and Federal Emergency Management Agency (FEMA) Finance Assistant. The position reports to the Finance Director and is responsible to assist in the disbursement, reconciliation, and accounting of all funds received by the City of Peabody via ARPA, CARES Act and FEMA beginning in 2020. Position is responsible ensure that relief aid is used effectively, in compliance with guidance issued by Department of the Treasury, and in a manner that supports the City's recovery from the COVID-19 crisis. The ARPA, CARES & FEMA Finance Assistant will assist in the development and implementation of a plan for disbursement of ARPA funding to be formed in collaboration with the Finance Director, City Auditor, key department heads and staff, and with consideration of input from community stakeholders.

Essential duties include:

- Responsible for researching and applying appropriate reporting classifications.
- Organize, compile, and enter expense and payroll information for COVID-19 reporting into Federal and State reporting systems via detailed excel worksheets and templates.
- Gather backup information, compile payroll records, print invoices and scan documents for support of reported amounts.
- Must maintain physical and electronic files and records for each reporting period.
- Other duties as may be required as assigned.

Qualifications: Candidates must possess a high school diploma. Bachelor's Degree in accounting, public administration, finance, or a similar field preferred. Three (3) + years of relevant experience in municipal finance or municipal bookkeeping strongly preferred. Knowledge of CARES Act and FEMA reporting guidelines preferred. Must have the ability to work independently and closely follow reporting guidance.

Required Skills: Must be professional with significant attention to detail. Demonstrated proficiency in Microsoft Excel, Word, PowerPoint, and municipal payroll concepts. Ability to learn and work with other computer software programs as needed. Must be able to work independently and possess a friendly and professional demeanor. Ability to effectively present information and respond to questions from groups of managers, employees, and the public. Must be able to read and write in English and keep detailed records as may be required. Must have good vision and hearing. Able to read and understand financial and basic legal documents.

Qualified candidates please apply by submitting a resume and cover letter by mail or via the City Hall drop-box to the City of Peabody Human Resources Office, City Hall, 24 Lowell Street, Peabody, MA 01960, or via email to kelly.bloom@peabody-ma.gov or via fax at 978-278-1544. Position shall remain open until filled. The City of Peabody is an EOE.

Posting Date: September 15, 2021