

November 11, 2022

Position: Funding Compliance Coordinator
Position Type: \$20.00/Hr. Full-Time, Non-Exempt

The Funding Compliance Coordinator position is a full-time, non-exempt position. This position currently pays \$20.00 an hour biweekly. In addition, we are currently offering a \$1,000.00 sign-on bonus – with \$250 provided at time of hire. Turning Point of Lehigh Valley offers health, dental, vision, 401K, life and disability benefits.

The Funding Compliance Coordinator will work closely with the management team and external accountants to perform a broad spectrum of technical and administrative duties, including preparation of government grant proposals, invoices and fiscal and programmatic compliance reports. Prepares a wide variety of correspondence, documents and reports, to include policy and program development to support agency operational and strategic goals.

We are looking for a candidate who has a minimum of two years' bookkeeping experience including accounts payable, receivable and maintenance of various supporting schedules and/or an Associate's degree in accounting or business administration supplemented by courses in accounting. Must be adept at client database management. Preferred candidates will be fluent in English and another language. Must have reliable transportation and a valid driver's license.

Submit a letter explaining why you want to join our team and a resume to
hr@turningpointlv.org

Turning Point of Lehigh Valley is an Equal Opportunity Employer