Mayor's Office of Neighborhood Safety and Engagement

Position: Finance Operations Coordinator

Reports to: Associate Director of Finance

Job Summary

The Finance Operations Coordinator will oversee the coordination of financial management processes within the City of Baltimore's financial management system, Workday, including but not limited to, supplier engagement, contract and purchase order creation and management, and invoicing and payment management. The Coordinator will serve as the main liaison to ensure alignment with the City's Department of Procurement and Accounts Payable Department. In addition to finance support, the Finance Operations Coordinator will assist program managers with the management of grantees. This assistance will include direct communication with organizations and agencies receiving grant funding from MONSE, monitoring and tracking monthly grantee invoices, and ensuring that quarterly performance reporting from grantees is submitted on time. The successful candidate will leverage strong communication, project management, and organizational skills, and possess accounts payable experience, to effectively and efficiently execute financial coordination and grantee oversight.

Key Responsibilities

Accounts Payable Responsibilities

- In the Workday financial management system, create requisitions and purchase orders; monitor invoices and match with purchase orders and suppliers; prepare and code invoices for payments
- Partner with the MONSE Grants and Contracts Administrators to move contracts from BOE approval to Workday processing and approval
- Prepare routine reports related to purchase orders, invoices, supplier payments, and more for the Finance Associate Director and Agency Director.
- Perform a variety of record-keeping duties in support of accounts payable; process and verify related financial forms and documents.
- Communicate with various city agencies and external suppliers to exchange information and resolve issues or concerns

Grantee Support Responsibilities

- Support MONSE program managers in the timely and effective management of invoice and programmatic report submission for all grantees

- Maintain all finance team spreadsheets related to grantee management, including but not limited to up-to-date grantee contact information, invoice tracking, and accounts payable information tracking.
- Assist the Finance Associate Director with data collection and reporting to various city stakeholders, including MONSE's Data Analytics team, the Mayor's Office of Recovery Programs, and the Mayor's Office of Performance and Innovation

Qualifications/Skills

- Bachelor's degree from an accredited college or university and/or three (3) years of experience in a related role.
- Ability to establish and maintain effective working relationships with vendors and contractors, City agency personnel, co-workers, and the general public.
- Collaborative and positive demeanor.
- Community-oriented attitude and service-oriented approach.
- Self-starter and accountable to complete tasks independently.
- Interest in learning new skills, processes, and strategies.
- Ability to maintain accurate files/records and write reports; data analysis experience preferred, but not required.
- Ability to prepare and maintain accurate financial records.
- Ability to receive, review, verify and process invoices.
- Ability to process and record accounting transactions accurately.
- Must possess clear and effective written and verbal communication skills.
- Previous experience in government or public sector preferred
- Skill in investigating and resolving complex disputes between City agencies and vendors concerning the provision of specialized technology and services.
- Experience with Workday strongly preferred.
- Proficiency in Excel and MS Office products, and the willingness to learn new software and systems if needed

About the Mayor's Office of Neighborhood Safety and Engagement

Our Mission

Guided by the Mayor's vision for Baltimore and rooted in a holistic approach to neighborhood health and safety, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) empowers community partners and city agencies to play a more active role in the co-production of public safety and prevention of violence through an equity-based, healing-centered, and trauma-informed approach for the benefit of all Baltimoreans.

Our Guiding Values

In everything that it does, MONSE is committed to upholding its core values of being:

- *Equity-based.* Focused on promoting justice in reducing disproportionate negative impacts of current and future policies and practices.
- *Healing-centered.* Preventing violence must be paired with repairing harm.
- *Trauma-informed.* Based on understanding and integrating knowledge about the causes and consequences of trauma.
- *Justice-oriented*. Real justice is about more than punishment; it is also about restoration, renewal, and healing from past harms.
- *Partnership-based*. Just as violence is intersectional, so must the solutions, relying on cross-system partners and partnerships.
- *Transparent.* Strong partnerships require trust; and trust demands transparency and accountability.
- *Data- and research-driven.* Relying on data and the best available experimental and experiential evidence to guide decision making.
- *Results-oriented.* Devoted to delivering impact.