

St. Francis Community Services

Finance Support and Compliance specialist (Temporary position ending Feb 28, 2020)

Catholic Charities of St. Louis (CCSTL) operates a multi-lingual COVID-19 Crisis Call Center at the CCSTL central office. The Call Center connects vulnerable people with COVID-19 related needs to essential resources. St. Francis Community Services (SFCS), as a member of the Federation of Catholic Charities of St. Louis, runs the Call Center intake department and the Finance department which processes the check payments to help clients in need.

Responsibilities:

The Finance Support and Compliance Specialist will report directly to the Finance Manager of the Call Center Finance Department. This position will oversee communication between the Call Center Intake Department and the Call Center Data entry department. They will also communicate with the Finance office of the Archdiocese, which generates the checks. This person will be responsible for preparing invoices/billings for grant contract requirements and creating spreadsheets to accompany billings.

Qualifications:

Skills needed:

- Proficient excel skills required
- High attention to detail
- Ability to follow multiple step detailed processes required
- Good phone and electronic communication experience
- Experience working in more than one software system a plus

Training will be provided

Temporary full time work (40 hrs per week) ending Feb 28, 2020

Hourly rate - negotiable based on skill level

To Apply, send cover letter and resume with salary requirements to Les Lexow, Senior Director Human Resources at llexow@ccstl.org.

EOE