



Are you ready for a meaningful opportunity with a creative, innovative and dynamic organization to make positive change in your community?

Join the Interaction team!

Position Title: Fiscal Manager

Who is Interaction?

Interaction (formerly Youth Services) has been a highly-respected part of the Windham County of Vermont community since 1972. Our mission: working together to build resilience and be a catalyst for change.

How will I make a difference?

The Fiscal Manager plays a key role in Interaction's mission by:

- Overseeing the fiscal management of the agency with the Executive Director and the Finance Team to maintain the operation, and financial security of the agency.
- Serving as a member of the leadership team at Interaction and to work collaboratively to further the agency's mission, vision, and core values.

Your main responsibilities will include:

- Manage and oversee Interaction's accounting systems
- Co-manage organization's financial health and financial planning
- Manage fiscal sponsorship projects
- Grants fiscal management
- Administrative support
- Agency-wide leadership

We seek collaborative community-minded team members -

We have found that Interaction staff succeed when they:

- Enjoy collaboration that comes from working on a team
- Value feedback
- Are highly organized
- Are problem-solvers
- Have a sense of humor and find creative ways to implement ideas
- Are flexible and willing to meet changing priorities
- Are looking for a job that is meaningful



Your Skills

As an applicant, ideally you will have the following skills and qualities:

- Builds strong, effective productive partnerships with colleagues
- Assumes good intent and the best in others
- Is open to others' ideas, input and decisions
- Takes responsibility and initiative
- Committed to continuous learning and growth
- Models, teaches and inspires others
- Highly organized, detail oriented
- Collaborative, flexible team-player; willing to pitch in wherever needed
- Models effective self-care, boundary-setting and stress management
- Embraces diverse styles and perspectives

What are the qualifications for the position?

You can be considered for this position if you meet the following qualifications:

- B.A. or B.S. in administration, accounting, or related field preferred.
- Experience in financial management, grant management, and office administration.
- Demonstrated ability to take initiative and work without direct supervision.
- Demonstrated leadership ability, characterized by collaborative and inclusive approaches to problem-solving and decision-making.
- Must have excellent and demonstrated organizational, observation and communication skills, both oral and written.
- Advanced computer and analysis skills including experience with finance software, web based applications and databases, development databases, Excel, Word and Google Apps.

To Apply: Send resume and cover letter to humanresources@interactionvt.org by April 18th. We will be reviewing applications on a rolling basis.

Compensation: \$52,000-\$55,000 a year and comprehensive benefits. Partial remote work possibilities will be considered.



28 Vernon St, Suite #210 | PO Box 6008 Brattleboro VT 05302-6008 | 802.257.0361 | interactionvt.org