



City of Auburn, Maine

Human Resources

60 Court Street | Auburn, Maine 04210

207.333.6601 ext 1416 or 1414

**City of Auburn  
Grant Accounting Coordinator**

The City of Auburn is seeking a highly motivated, and collaborative individual to work under the supervision of the Senior Accounting Assistant to oversee and manage loan servicing software, reconciliation of loan servicing financial reports with the city accounting system, and the data within the Federal information and reporting systems. The position will also be responsible for coordinating required reports to grant-issuing authorities and will collaborate closely with department heads and other employees. This position is hourly, full-time (40-hours per week).

Ideal candidate will have a degree in Business, Accounting, Public Administration or other related field and/or 3 years of progressive experience in grant management or an equivalent combination of both. Knowledge of basic accounting principles and procedures and the ability to create reports; both informative and financial and have grant Writing experience and/or training Candidates must be able to effectively communicate in-person and in writing and have a high attention to detail.

The City of Auburn offers outstanding health insurance coverage, life insurance, dental, vision, retirement options including MainePers, Public Student Loan Forgiveness and other supplemental benefits including training and educational opportunities to provide potential advancement into leadership opportunities.

Salary is dependent upon experience and qualifications and includes a competitive fringe benefit package. Send cover letter, resume and list of references to: Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel 207-333-6601 ext. 1416. E-mail address is [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov)

Review of resumes will commence immediately and will remain open until the position is filled.

**The City of Auburn values diversity and inclusivity and is an Equal Employment opportunity employer with a strong commitment to veterans.**