



Job opportunity | Financial Analyst and Accountant

The **Massachusetts Housing Partnership (MHP)**, a non-profit public agency, is a national leader in affordable housing finance and a primary lender in Massachusetts for the financing of affordable and mixed-income rental housing. MHP's borrowers range from small non-profit and for-profit developers to some of the largest and most sophisticated developers in the Northeast. MHP works with communities, developers and borrowers to create innovative policy and financing solutions that provide affordable homes and better lives for the people of Massachusetts. At MHP, we celebrate diversity and are committed to creating an inclusive environment for all employees.

We are seeking a **Financial Analyst and Accountant** who will be an integral part of MHP's Finance & Administration Team. The person in this role will assist the Director of Financial Planning and Reporting in the financial planning and analysis of the organization's budgeting. A primary objective of the position is to optimize business financial results by monitoring, executing and reporting on financial transactions. A key focus is to help improve efficiencies in current processing using available and recommended tools. The Financial Analyst and Accountant works closely with the Director of Financial Planning and Reporting to provide budgeting, projections, accounting, and payroll support for the Finance & Administration team.

Specific responsibilities will include: Assisting with budget development using our ERP planning software, Adaptive Insights (Workday). Updating and reporting on Budget to Actual on a monthly/quarterly basis. Analyzing monthly financial results and preparing detailed variance explanations. Maintaining good records for support for management. Creating and managing information and data processes as needed. New programs and initiatives require a creative operations solutions, whether through Excel or existing ERP software Updating planning software with actuals and data integration. Processing payroll on an alternating basis. Reconciling accounts as part of month-end close. Updating quarterly covenant reports. Actively contributing to process improvement and assisting in projects as needed.

Qualifications include: 3+ years' relevant experience within an accounting department and with analyst tasks. BS in Accounting or Finance required. Mix of both finance and accounting experience. ERP system experience. High level of proficiency in the use of Microsoft Office, namely Excel and data visualization. Strong analytical skills and able to think independently. Strong communication and organizational skills. Experience with planning software preferred. Adaptive Insights knowledge a plus. Data processing, data structure and operations experience a plus.

Salary is commensurate experience. MHP provides a comprehensive benefits package including health, life, dental, and disability insurance, flexible spending accounts, a public transportation benefit, educational assistance, paid time off and family leave, flexible work schedule and a fully vested employer-matched retirement plan. This is an excellent opportunity to work with a dedicated, creative and passionate team.

To apply, please submit application via MHP's Career page <https://www.mhp.net/careers/financial-analyst-and-accountant>

MHP is currently operating a fully remote platform. We are beginning to review plans for a safe post-COVID return to office operation. The successful candidate for this position will be required to work in our Boston office and travel within the state as needed upon reopening.

MHP is committed to creating a diverse and inclusive workplace and is proud to be an equal opportunity, affirmative action employer. All decisions are based on business needs, job requirements and individual qualifications without regard to race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, past or present military service, status as an individual with a disability, or any other legally protected characteristics. MHP is committed to compliance with all fair employment practices regarding citizenship and immigration status. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.