



## Job opportunity | Administrative Assistant | Finance & Administration

The [Massachusetts Housing Partnership](#) (MHP) is a mission-driven, public non-profit organization and works with communities to create innovative policy and financing solutions that provide affordable homes and better lives for the people of Massachusetts by:

- Providing financing for affordable housing on better terms and/or with greater flexibility than available elsewhere.
- Pioneering new development and financing models that make more effective use of public resources, are responsive to local needs, and achieve more impact than conventional approaches to affordable housing.
- Fostering civic leadership on affordable housing and breaking down local barriers to housing development through effective guidance, advocacy, research, and technical support.

We are seeking an individual with excellent administrative, organizational, and analytic skills to join our Finance & Administration team.

**Description:** The Administrative Assistant will provide direct support to the Chief Financial & Administrative Officer, IT Manager, HR & Administration Manager and the F&A team. Specific responsibilities include: maintaining department calendars, scheduling meetings, tracking and managing reporting deadlines, preparing routine and confidential reports for the board of directors and CFAO, managing and tracking employee data, prepare corporate insurance renewal applications, handling routine emails and correspondence, manage and track contracts with outside vendors, reconcile corporate credit card statements and receipts, backup receptionist when she is out of the office, manage copier/printer costs, supplies, IT bills, and other special projects.

**Qualifications:** The ideal candidate will be detail oriented and have excellent grasp of Outlook and MS Office suite, particularly Word and Excel. Knowledge of general ledger financial software and reporting (Dynamics preferred) a plus. Basic understanding of how to prepare account reconciliations a plus. Excellent command of office procedure best practices and keyboarding skills. Excellent organizational and communications skills (oral and written), ability to juggle multiple priorities and a demonstrated ability to work in a team environment. A bachelor's degree is preferred, however we will consider candidates with at least three years of related job experience.

**Salary:** Commensurate with experience. MHP provides a comprehensive benefits package including health, life, dental, and disability insurance, flexible spending accounts, a public transportation benefit, tuition reimbursement and a fully vested employer-matched retirement plan. MHP is an Equal Opportunity Employer.

**To apply:** Please send a cover letter (*required*) and resume to Human Resources, 160 Federal Street, Boston, MA 02110. Fax: (617) 330-1919. E-mail: [mhphr@mhp.net](mailto:mhphr@mhp.net)