



Job opportunity | Executive 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 Executive Assistant will support the Finance and Administration team by handling day-to-day activity for the Chief Financial & Administrative Officer, IT Manager, HR & Administration Manager. Your daily responsibilities include maintaining department calendars, tracking and managing reporting deadlines, routine correspondence, emails, and confidential reports for the board of directors and CFO using excel and word. From time to time you will take and transcribe board committee minutes and prepare board packages in adobe. Additionally you will prepare annual corporate insurance renewal applications, manage and track contracts with outside vendors, reconcile corporate credit card statements and receipts, backup the receptionist when she is out of the office, manage copier/printer costs, supplies, and process accounts payable and payroll as needed.

Qualifications: The ideal candidate will be organized, 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. Discretion in handling sensitive and/or confidential matters. 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