



Administrative and Financial Coordinator

BOSTON, MA | HYBRID

A non-profit human services organization in downtown Boston is seeking an experienced Administrative Coordinator who will support the day-to-day operations of the office. Reporting to the Director for Administration and Finance and the President/CEO, this position supports an organization consisting of twelve staff members and a budget of \$4 million. Because this position balances a variety of responsibilities, a high degree of flexibility, professional competence, ability to maintain confidentiality for sensitive information, significant initiative, and attention to detail are required. The ideal candidate will possess excellent organizational and project management skills and be proficient in using office software applications including Outlook, Microsoft Excel, Word, and PowerPoint, as well as financial reporting and accounting programs. Responsibilities include a range of office operations, administrative recordkeeping, financial management, grants reporting, and human resource management tasks in support of Administration, Finance, Development, and Program work of the organization.

We are seeking someone with strong verbal and written communication skills to share information with both internal staff and external stakeholders in a clear, professional, and cordial manner. Excellent organizational skills are sought with the ability to prioritize work tasks as required in this sometimes fast-paced environment where staff are working on multiple projects simultaneously. The successful Administrative Coordinator candidate will be able to contribute to and maintain workflow, project management, financial reporting, human resource reporting, and online filing systems.

This organization is currently operating in a hybrid model working on-site at the office several days and working remotely for the balance of the work week, as determined in consultation with the Director of Administration and Finance. This model is based on meeting the evolving needs of the MAMH mission, work, and team.

THIS POSITION IS THE PRIMARY ADMINISTRATIVE SUPPORT PERSON FOR THE ORGANIZATION'S OPERATIONS AND ADMINISTRATION AND FINANCE, FACILITATING OFFICE MANAGEMENT AND COMMUNICATIONS INTERNALLY AND EXTERNALLY.

PRIMARY RESPONSIBILITIES INCLUDE:

- Provide executive administrative support to the President and CEO and the Director for Administration and Finance (A&F) as necessary
- Prepare financial documents and transactions, including invoices, bank deposits, and bookkeeping reports interfacing with our contracted billing, accounting, and audit firms
- Manage incoming mail
- Maintain accounting files in a neat and orderly manner online and in paper, if necessary
- Maintain personnel and operations policies, procedures, and records
- Help Director for A&F with onboarding process for new hires and ensure compliance with new hire reporting requirements
- Maintain personnel files in a neat and orderly manner
- Monitor employee benefits, including administration of benefit plans as needed

- Work as a member of our annual fundraising event team keeping track of pledges, invoicing, and receipts.
- Help with logistics for conferences and events
- Ensure the inventory of office supplies and printed materials is maintained
- Provide for maintenance of office machines (e.g., printer, copier, fax, phone system) as needed
- Maintain administrative files both physically and electronically
- Perform administrative duties, such as scanning, filing, faxing, answering phone calls, and responding to emails
- Ensure conference rooms and other meeting spaces are prepared prior to use
- Other duties as determined by the Director for Administration and Finance and the President and CEO

SKILLS REQUIRED

- Bachelor's degree preferred
- Three years or more of experience in related work
- Proficient in Microsoft Excel, Microsoft Word, and PowerPoint, and familiarity with QuickBooks for view-only research is a plus
- Demonstrates integrity and honesty, capabilities to present accurate and appropriate information, and to exercise excellent judgment in regard to confidential information
- Outstanding interpersonal and communication skills, both oral and written
- Highly organized and able to multi-task
- Self-directed with a high degree of initiative, and the ability to take on tasks and duties without immediate direction
- Ability to handle multiple tasks and duties on a simultaneous basis Efficiency and effectiveness working in a fast-paced environment with evolving priorities
- Works well independently as well as with a team
- Desire to work in a mission-driven non-profit organization

COMPENSATION

Salary is competitive and commensurate with education and experience

Excellent benefits including health and dental, life, disability, and generous paid time off