



POSITION DESCRIPTION:
Administrative and Finance Director
Massachusetts Commission on the Status of Women

REPORTS TO: Executive Director

Classification: MVI

Primary Location: 1 Ashburton Place, Boston, MA

About this role:

The MCSW is a State-established body charged with reviewing the status of women in Massachusetts and offering recommendations regarding policy that would improve access to opportunities and equality.

The Administrative and Finance Director role provides fiscal and administrative leadership for the Massachusetts Commission on the Status of Women. The primary charge of this position is to oversee consistent systems for financial and budget management, accounts payable and the MCSW Regionals Commissions Regional Budget.

Requirements:

- MCSW is An Equal Opportunity / Affirmative Action Employer. Women, minorities, veterans, and persons with disabilities are strongly encouraged to apply.
- 5-10 years of full-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management
- Bachelor's Degree, or equivalent experience
 - *Substantive knowledge and experience in the area of women's advancement are preferred.*
- Eagerness to fully commit to and demonstrate understanding of work related to racial equity, diversity, and inclusion.
- Demonstrated leadership abilities and personal characteristics for working effectively with a diverse body of stakeholders.
- Strong written and presentation skills
- Computer Skills in Microsoft Suite, Microsoft Teams, Sharepoint, and online platforms such as Zoom.
- A flexible visionary who can make decisions boldly
- Demonstrate initiative and perseverance when completing tasks
- Effective communicator, active listener, and respectful people manager
- Strong planning, organizational, and accounting skills
- Skilled in the areas of process improvement and strategic planning, systems dynamics, and systems re-engineering.
- Exhibit effective cross-cultural communication skills
- Ability to manage conflict to move individuals and groups toward positive change

Roles and Responsibilities

Administrative Duties (25%)

- Directs the administration and finance daily operations of the MCSW
- Works with the Executive Director, Commission staff, Finance Committee, and other Commissioners on the creation of administrative and financial reports, prepares documents and presentations.
- Development of operating and trust fund budgets
- Ensure expenditures are within the established guidelines
- Prepare all anticipated personnel expenditures for annual budget submission
- Assist with budget consolidation including supporting documentation
- Monitor and maintain financial spreadsheets
- Calculate and prepare expenditure/balance reports for operating and trust budget
- Recommend solutions regarding potential fiscal issues
- Perform budget projections on certain line items for current and future fiscal years
- Connect Budget to Actual with warehouse to get live and reliable data
- Works closely with colleagues on MCSW projects.

Fundraising and Development Tasks (20%)

- In collaboration with the ED, supports the creation of proposal concepts.
- Researches and identifies private, state, and federal grant funding opportunities. Evaluates and analyze the grant requirements from the State or Federal Departments (i.e. DOL) to coordinate work efforts and process necessary related paperwork.

Improving MCSW's Organizational Development (10%)

- Develops and implements procedures to improve productivity and ensure follow-through for service. Also, to promote a safe, efficient, and cost-effective operation.
- Ensures receipt of revenue. Prepares deposits and maintains a record of revenue type, the amount received and oversees reporting requirements.

Payroll Management (10%)

- Ensures compliance of employees filling out their timesheets on time and accurately by using the current Commonwealth computer software program.
- Audits sick leave, vacation leave, personal leave, and overtime for full-time and part-time employees

Human Resources Management (30%)

- Manages all Human Resources processes for MCSW to comply with state regulations and MCSW's policies
- Draft and update new and existing job descriptions and postings.
- Ensures broad dissemination of job opportunities by using various platforms.
- Onboard new staff to comply with all the forms related to benefits and policies
- Creates and maintains employee personnel and medical files
- Prepares and submits employee accident reports and supporting documentation to Human Resources Department for workers compensation claims
- Ensures compliance with CBAs and works with ED on staff issues.
- Ensures compliance with all Commonwealth A&F policies.

Other duties (5%)

- Works with Commission staff on the upkeep and maintenance of the MCSW website related to administrative duties (i.e. Open Meeting Law compliance).
- Works with Programs and Planning related to the creation and management of budgets for events or initiatives.
- Orders, monitors, maintains the use of department cell phones, and other electronic devices as well as general supplies.
- Staff liaison to the Finance Committee.

TO APPLY:

- All applicants should attach a cover letter and resume to their online submission for this position.
- Email cover letter and resume to Interim Executive Director, Shaitia.Spruell@mass.gov.
- Please include the following subject line: Administrative and Finance Director Applicant.
- First consideration given to applications received by May 13th, 2022.

SALARY AND BENEFITS: \$94,301.09 to \$108,670.86 salary commensurate with experience. Comprehensive benefits package and flexible. remote-friendly position.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

***MCSW is proud to be an equal opportunity employer, and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, and any other legally protected characteristic.*

****MCSW embraces and celebrates a spirit of inclusion and diversity, and reasonable accommodations and modifications will be made whenever possible.*