



Massachusetts School Building Authority

Finance Assistant (Co-Op)

The MSBA is a quasi-independent government authority which grants funding for school building construction and renovation projects. The MSBA is pleased to provide a Co-Op opportunity to help students learn about finance within a quasi-public/governmental organization. We are seeking a Financial Assistant to provide a great opportunity to learn and gain skills in financial operations such as budgeting, accounting and payroll management.

Students can expect to be challenged by their assigned projects, connect with other MSBA departments, feel valued by the MSBA community, while gaining experience and exposure to financial operations such as auditing, payroll, budgeting, accounting, internal controls, and technical writing/documentation related to new accounting and budgeting software systems. Not only will the selected co-op learn about their day-to-day tasks through their specific work assignments, but they will have exposure to our organizational leaders and their teams through a series of internal MSBA trainings. A Co-Op position at the MSBA provides exposure to a range of financial operations, processes and procedures (and related reporting and compliance requirements) as well as an opportunity to support the build-out of documentation and job-aids related to the recent implementation of a new ERP system and budgeting software. Co-Ops might move on to job opportunities in Finance in the public or private sector and even return to MSBA when there is an open opportunity.

Financial Planning Assistant (Co-op) is a full or part-time opportunity (up to six months) that will provide support and assistance to the Director of Audit and other Finance Department managers.

Responsibilities include technical writing/documentation related to the MSBA's accounting and budgeting systems, preparation of reports, presentations, and supporting staff with ad-hoc projects related to the day-to-day operations of the Finance department. The individual will also assist in organizing data, information, and files, transcribing recorded trainings as well as attending internal and potentially external meetings. Interested students should possess basic knowledge of accounting and budgeting in public and/or private organizations.

Minimum Qualifications:

- Must be enrolled in a degree program leading to a Bachelor's degree in economics, finance or accounting related degree.
- Legally eligible to work in the U.S.

Preferred Qualifications:

- Prior work and/or internship experience in finance
- Working knowledge of MS Word, Excel, and PowerPoint
- Outstanding verbal and written communication skills with excellent attention to detail
- Ability to succeed in a fast-paced environment with multiple, competing priorities
- Ability to deliver results with limited direction and guidance and on tight deadlines; a self-starter
- Highly motivated and energetic
- Strong work ethic and tenacity
- Minimum 3.2 GPA

Qualified and/or interested? Please email your resume and cover letter to hr@massschoolbuildings.org. For more information and learn more of what we do, please visit the www.massschoolbuildings.org.