



## Job opportunity | Treasury Manager

**About Us:** Massachusetts Housing Partnership (MHP) is a public, non-profit organization that expands access to affordable housing and promotes housing equity in communities across the Commonwealth. Founded in 1985, MHP is now a 70+ employee organization that has delivered \$6.5 billion in below-market financing for affordable housing and currently has \$1.2 billion in assets under management.

Every action MHP takes, whether it's a loan, grant, professional assistance, or development of state or local policy has the underlying goal of expanding housing opportunities for Massachusetts residents.

**Current Opportunity:** As a core member of the finance team, the Treasury Manager plays a critical role in optimizing funding strategies, overseeing loan disbursements, prepayments, extensions, and ensuring cash accounts are funded to facilitate seamless financial transactions that uphold our business integrity. This role collaborates closely with internal teams to support operations while ensuring compliance with regulatory and lender requirements. The Treasury Manager also contributes to the strategic financial planning and overall financial health of MHP.

In this role, you'll oversee the core financial activities that keep MHP's treasury operations running with accuracy, compliance, and efficiency. Your day will center on managing banking relationships, maintaining liquidity, monitoring investments, and ensuring timely, precise execution of all treasury functions, including:

### *Banking, Financial Institutions and Bank account management:*

- Manage relationships with investment advisors, general banking and borrowing relationships, and funding bank contacts, representing over 30 financial institution relationships..
- Maintain MHP's banking websites, authorized signers, and other account access authorizations.
- Ensure banking tools are current and utilized as appropriate
- Monitor and reconcile reported balances and activity against MHP records.

### *Cash Management*

- Maintain adequate cash balances and forecasts for day-to-day and long-term operations to maximize both liquidity and investment yield.
- Ensure program funds balances are adequate for pipeline activity in collaboration with Director of Financial Operations.
- Assist with budgeting and long-range planning (e.g., business projections, investment and interest income forecast, and short/long-term cash and investment balance forecasts)
- Manage all restricted and unrestricted funds to ensure proper segregation of funds.

### *Treasury operations*

- Oversee all payment and receipts processing, fund transfers to ensure completeness, accuracy and compliance with internal controls
- Monitor and review Investment portfolio to ensure compliance with Investment Policy

- Monitor investment performance, MHP balance sheet loan investments, and make investment recommendations to Director of Finance as opportunities arise.
- Manage and ensure prompt responses to daily operational inquiries, issues and research as requested

#### ***Reporting and analysis***

- Prepare annual investment report for the board of directors as required by the investment policy.
- Monitor and report on invested cash and analyze yields as requested.
- Prepare assigned audit schedules and draft financial statements according to documented timetable.
- Responsible for adherence to regulatory agency guidelines and required reporting.
- Perform and review monthly bank reconciliations as assigned.

At MHP, staff engagement, inclusion and belonging are integral to everything we do. We value individuals who are intentional about fostering inclusive environments and who recognize the power of diverse perspectives. The person in the Treasury Manager position is expected to embody these values not only in their work but in how they build relationships, make decisions, and contribute to a supportive team culture. To learn more about MHP's commitment to engagement and inclusion, visit our [website](#).

**Compensation:** The budgeted compensation for this role is \$120,000 to \$145,000. Any final offer will be based on various factors including job-related knowledge, skills, competencies, and experience. The listed range is just one component of MHP's total compensation package for employees.

**Benefits our employees value:** MHP understands that benefits are an important consideration when looking for a new role. We are proud to offer our employees a comprehensive benefits package including:

- Hybrid and flexible work schedule
- Health insurance through the state's Group Insurance Commission
- 403b retirement plans and employer match of up to 10% and immediate vesting
- Annual 5-week paid time off (PTO) benefit and 13 paid holidays
- Fully paid group term life, short-term and long-term disability insurance
- Dental insurance through MetLife with 90% of premium covered by MHP
- Vision insurance through VSP with 50% of premium covered by MHP
- Medical and dependent care Flexible Spending Accounts
- Public transportation reimbursement
- Tuition reimbursement up to \$10,000
- Professional development resources and assistance
- First time homebuyer assistance up to \$20,000
- Generous home office benefit
- Membership discount for onsite gym

**Hybrid Schedule Policy:** The Treasury Manager role is designated as *Hybrid* which includes both in-office and remote workdays. Positions designated as Hybrid are required to work out of the Boston office two days per week during the first 90 days of employment and may have the opportunity to reduce regular in-office days thereafter upon management approval. This position requires use of MHP's hybrid workplace scheduling software to reserve office desk space each week. At least one office day must be on the designated team day. MHP's office is conveniently located minutes from South Station. The position will utilize an MHP laptop which must be transported to and from the MHP office.

**Qualifications:** The successful candidate will bring the technical expertise, sound judgment, and operational discipline needed to excel in a fast-paced environment. The qualifications below reflect the skills and experience required to succeed in this role.

- Minimum of 5 years of progressive experience in treasury management, cash operations, investment oversight, and loan/asset management.
- Strong knowledge and experience with financial reporting, audits and regulatory compliance.
- Demonstrated expertise in cash flow forecasting, cash positioning, liquidity management, and banking operations.
- Proven ability to execute time-sensitive cash movements, including daily cash positioning, wire transfers, ACH activity, and short-term investment or funding decisions to ensure liquidity needs are met without interruption.
- Proven experience effectively managing banking relationships, overseeing investment portfolios, and administering loan disbursements.
- Experience working within government, quasi-public agencies, or nonprofit organizations is highly preferred.
- Familiarity with endowment or fund management is considered a strong plus.
- Ability to manage multiple, time-sensitive and competing priorities including audits, month/quarterly reporting cycles, reconciliations and compliance deadlines.
- Highly proficient in financial software, ERP systems (e.g., Sage Intacct), and comfort working with advanced financial reporting tools.
- Excellent communication and relationship-building and management skills to collaborate effectively with internal teams, external banking partners, auditors and investment advisors.
- Strong analytical and problem-solving abilities with the capacity to diagnose issues, recommend solutions, and escalate appropriately when needed.
- Exceptional attention to detail to ensure accuracy in financial records, reconciliations, and reporting.
- Demonstrated ability to work independently, exercise sound judgement, and consistently meet deadlines.
- Demonstrated flexibility and adaptability in navigating evolving tools, technologies, and organizational processes.
- Comfort learning new systems, adjusting to shifting workflows, and responding effectively when external factors require quick pivots.
- A commitment to continual learning and the ability to adapt in a dynamic environment.
- Bachelor's or master's degree in accounting, finance, or related field, or equivalent knowledge, skills and experience.

Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment visa at this time.

*MHP supports equal opportunity employment and all employment-related decisions are made in compliance with federal and state laws.*