



Massachusetts Housing Investment Corporation

Scope of Work - Finance Coop/Internship

Winter/Spring '23/'24

Company Overview:

Massachusetts Housing Investment Corporation is a private, non-profit financier of affordable housing and community development throughout New England, providing financing that would not otherwise be available to neighborhoods most in need. For over 31 years, MHIC has invested over \$3.2 billion to help create and sustain healthy, equitable communities where people, businesses, and organizations thrive.

Summary of Duties and Responsibilities:

The Finance Intern or Coop will assist the CFO on various special projects that involve documenting policies and procedures, assisting with database maintenance, and financial reporting. The projects will utilize and enhance the student's data entry, business writing, and financial skills. The intern will receive exposure to the community development industry and contribute to critical projects that position the organization for growth.

Qualifications:

- Strong initiative and problem-solving skills
- Ability to work independently and as part of a team
- Detail-oriented and self-motivated/flexible
- Excellent oral and written communication, interpersonal and organizational skills.
- Completing basic accounting and financial management coursework will be helpful but not required.

Specific Job Duties:

- Update Finance Department Policies and Procedures Manual.
- Assist with various tasks to support the audit and tax preparation process for MHIC and its affiliates.
- Maintain records of factoring program activity.
- Monitor deposit balances over the FDIC limit.
- Assist with record-keeping and reporting for the MHIC factoring program.
- Locate and input missing data in MHIC's proprietary database.
- Various other tasks as assigned by the CFO.

Schedule:

The intern is expected to work 40 hours weekly, from 9 am – 5 pm daily.

Hybrid: 3 days remote, 2 days in the office.

Pay:

\$18 - \$20 an hour