



Massachusetts Commission on the Status of Women

POSITION DESCRIPTION: Administrative Assistant (Part-Time)

REPORTS TO: Administration & Finance Director

Position Title: Finance Assistant

Position Title Code: CSWM02

Position #:

Classification Level/Bargaining Unit: Unclassified

Schedule: 20 hours a week, report in office 2x weekly

Primary Location: Hybrid, Remote Friendly. Office Space is located at 1 Ashburton Place, Boston, MA

Salary Range: \$35,000-45,000

About MCSW

The Massachusetts Commission on the Status of Women (MCSW) is a state-established body charged with reviewing the status of women in Massachusetts and recommending policies that improve access to opportunities and equality.

About the Role

The Administrative Assistant supports the Administration & Finance Director with daily financial operations, administrative tasks, and event coordination. This role requires strong attention to detail, comfort with state financial systems, and the ability to work independently in a fast-paced environment.

RESPONSIBILITIES

Financial & Accounts Payable

- Administer the state financial management systems, including fund encumbrance to approved budget lines
- Process vendor payments, verifying invoice accuracy and compliance with Massachusetts General Laws, policies, and regulations
- Create and maintain payment accounts for commissioners and vendors, ensuring information is current and verified
- Update budget spreadsheets monthly and maintain their accuracy
- Reconcile the Budget to Actual report prior to each Finance Committee meeting
- Maintain organized records of receipts, invoices, and vendor communications
- Process employee and commissioner reimbursement requests in accordance with MCSW and state regulations
- Generate administrative and financial reports upon request

Administrative & Clerical

- Document and distribute minutes for all Finance and Finance Subcommittee meetings
- Manage the MCSW Finance inbox
- Track and order office supplies
- Provide administrative support for events and other duties as assigned

REQUIRED QUALIFICATIONS

- Minimum 4 years of experience in bookkeeping and/or billing
- Proficiency in Microsoft 365 (Excel, Word, Outlook, SharePoint, Teams), Zoom, and online data collection tools (e.g., SurveyMonkey, Microsoft Forms)
- Ability to quickly learn new platforms, including state financial systems such as MOSAIC and HRCMS
- Strong attention to detail with excellent organizational and time management skills



- Ability to manage multiple priorities and see projects through from inception to completion
- Strong written and verbal communication skills, including proper grammar, punctuation, and spelling
- Ability to follow written and oral instructions and assemble information in accordance with established procedures
- Experience working collaboratively with multiple stakeholders
- Ability to work independently with minimal supervision

Preferred

- *Knowledge of or experience in women's advancement issues*
- *Experience with Robert's Rules of Order and Open Meeting Law*
- *Bilingual or multilingual abilities*

This job description is not designed to be a comprehensive list of all duties and responsibilities. Duties may change at any time with or without notice.

EQUAL OPPORTUNITY & INCLUSION

MCSW is proud to be an equal opportunity employer. All applicants and employees are afforded equal opportunity without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), disability, mental illness, sexual harassment, sexual orientation, genetics, active military status, or any other legally protected characteristic.

MCSW embraces a spirit of inclusion and diversity and will make reasonable accommodation whenever possible.

Application Instructions: Please submit your resume and a cover letter highlighting your relevant experience to Shaitia.Spruell@mass.gov. Include "Contract Project Manager" in the subject line. First consideration given to applications received by July 13, 2026, the job post will remain open until filled.