



## Finance & Business Coordinator

September 3, 2025

**Company:** Massachusetts Association of Approved Private Special Education Schools (MAAPS)

**Job description:** The Massachusetts Association of Approved Private Special Education Schools (MAAPS) is seeking a highly motivated and collaborative **Finance & Business Coordinator** to oversee activities related to the finances and business of the Association. Reporting to the Executive Director, this position supports a non-profit organization consisting of over 80 members and a budget of \$2 million. Because this position balances a variety of responsibilities, a high degree of flexibility, professional competence, ability to maintain confidentiality for sensitive information, significant initiative, and attention to detail are required. The ideal candidate will possess excellent organizational and project management skills and be proficient in using office software applications including Outlook, Microsoft Excel, Word, and PowerPoint, as well as financial reporting and accounting programs. Responsibilities include a range of administrative recordkeeping, financial management, reporting, and human resource management tasks in support of Administration, Finance, and Development work of the association.

**About MAAPS:** For over four decades, MAAPS has been the professional membership association for the approved, private, special education schools in New England. As Massachusetts' statewide voice for schools serving students with special needs, MAAPS provides an array of services to its members schools. MAAPS is committed to supporting our member schools as they work towards ensuring that all children with special needs have access to high-quality educational experiences necessary to support their individual development and to fulfill their potential.

**The Role:** MAAPS' **Finance & Business Coordinator** will play a critical role in working with staff to ensure the realization of MAAPS' longstanding mission and new strategic plan. In this position, you will be the driving force behind the financial operations that keep our organization running. As MAAPS is a small team, you will have the opportunity to work directly with a variety of initiatives and programs.

**Responsibilities of the Finance & Business Coordinator:** This role includes a variety of responsibilities in financial management, administrative recordkeeping, and human resource tasks. The primary responsibilities include:

Financial:

- Prepare financial documents and transactions, including invoices, bank deposits, and bookkeeping reports for the Association.
- Maintain and administer detailed accounts receivable and accounts payable records and transactions, accounting system (General Ledger, General Journal, Cash Receipts Journal; Sales Journal; Cash Disbursements Journal through Trial Balance).
- Interface with MAAPS' contracted billing, accounting, fiscal advising and audit firms/vendors.
- Prepare for and manage the MAAPS annual audit performed by an external audit firm.
- Collaborate with MAAPS' Board of Directors Treasurer, including drafting the Treasurer's Board Report, attend off-site meetings when needed.
- Manage MAAPS' accounts, including the renewal of membership dues, and coordination of payments via invoicing/purchase orders for membership, workshops and events.
- Manage and monitor all fiscal arrangements and accounts for the Association including checking, savings, money market, investment accounts and cash flow requirements.



- Under the guidance of the Executive Director, prepare and manage the Association's annual budget, both development & tracking.
- Track unrelated business income and related expenses (UBIT).
- Coordinate all signature authorizations.

#### Business Administration:

- Administer employee benefits, including benefit plans, payroll, time-off, and tax documents.
- Maintain personnel and accounting files and financial documents, both online and in-paper.
- Assist with the employee onboarding process and ensure compliance with new hire reporting requirements.
- Oversee and track all contracts, cost savings efforts, mail, lock box deposits, electronic payment systems, and accounts of the Association.
- Maintain office machines (e.g., printer, copier, phone system).
- Provide executive administrative support to the Executive Director as necessary.
- Other tasks as assigned.

**Qualifications:** The successful **Finance & Business Coordinator** candidate will be able to contribute to and maintain workflow, project management, financial reporting, human resource reporting, and online filing systems. You are:

- Proficient using office software applications, such as with Google, Microsoft Word and Excel, database and spreadsheet proficiency as well as financial reporting and accounting programs, QuickBooks and/or Paychex experience.
- Bring three or more years of prior relevant experience, preferred.
- Authorized to work in the United States, and ability to pass a background check.
- Motivated by a mission-driven non-profit organization.
- A self-starter and goal driven individual who can also work well with teams and a small staff; and the ability to take on tasks and duties without immediate direction, uphold strong attention to detail, and meet deadlines.
- Committed to integrity and honesty, can present accurate and appropriate information, and exercise excellent judgment especially with confidential information.
- Someone who follows through on assigned tasks and goals and possess excellent time management and prioritizing skills.
- Flexible, inclusive, and able to collaborate with others.
- An exceptional communicator.

**Team & Structure:** You will work closely with the Executive Director, Director of Membership, and Operations Coordinator & Policy Researcher. You will be supervised by the Executive Director. This position offers you the opportunity to work in a collaborative environment on various initiatives.

**Equity Statement:** MAAPS is committed to fostering a diverse, equitable and inclusive workplace where every individual feels valued, respected and empowered to contribute their fullest potential. We are an equal opportunity employer and believe in hiring based on experience, qualifications and merit without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or any other characteristic protected by law. We work to foster an environment that is inclusive, equitable and respectful of all individuals, regardless of background, and honors the diversity of the communities we serve. We strive to embed equity and inclusive into everything we do and prohibit discrimination and harassment of any kind and are proud to be an Equal Opportunity Employer.

**Work Environment:** Our office is currently located in Stoneham at 92 Montvale Ave. We embrace a hybrid work approach, combining the advantages of face-to-face interactions with the flexibility of



remote work. For this role, in-state travel to meet with school and board members and staff is required. You may find that you work at the office location one - two days a week. The office location may change to downtown Boston. The expectation is that this position will assist in implementing functionalities that make it possible to do this job almost fully remotely. You must have a current valid driver's license, and having a vehicle is preferred, but not necessary, but ability to attend meetings and events at various locations throughout Massachusetts is needed.

**How to Apply:** To apply, please send a PDF of your cover letter and resume to: [info@maaps.org](mailto:info@maaps.org)

**Job type:** Part Time/25 hours/week

**Salary:** \$45,000 - \$50,000

**Remote/In-person:** Hybrid

**Location:** Stoneham, Massachusetts

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