

Business Manager
Affirmative Investments, Inc.

- Job:** Business Manager of a small Boston-based mission-driven company to oversee:
- a) Accounting relationships
 - b) Bookkeeping
 - c) Human resources and benefits
 - d) Office management
 - e) Banking relationships
 - f) Project monitoring and asset management

Affirmative Investments, Inc. is a for-profit mission-driven real estate development and consulting firm that works with non-profit organizations, public agencies and socially impactful for-profits to develop and finance affordable housing, housing with services, and economic development projects including community health centers, charter schools and urban supermarkets.

Most of Affirmative's projects entail complex financing including Historic, New Markets and Low-Income Housing Tax Credits, tax-exempt bonds, and public and private grants and loans which are all necessary for our projects to be affordable and impactful. Affirmative has successfully done this work since 1983 and are well established experts which allows us to work on meaningful, high profile, and exciting projects. A list of our past and current projects can be found on our website: www.affirmativeinvestments.com.

Affirmative Investments is seeking an experienced Business Manager to join our team. Knowledge of accounting and bookkeeping required. Knowledge of real estate finance valued.

This job is a good fit for someone who is passionate about community development and looking to join and assist a small and dedicated team and to take on responsibility by providing leadership on back office bookkeeping, accounting, payroll, human resources, asset management and office management.

Required skills and interests include:

- Commitment to community development
- Knowledge of Financial Accounting
- Proficient with Quickbooks
- Familiarity with multi-tiered financing
- Ability to multitask and manage time efficiently while managing and working on several projects at once
- Strong interpersonal skills including comfort over the phone.

Specific responsibilities include the following:

Business and Office Management

Oversee the full range of the ongoing business, including:

- Overseeing bookkeeping of multiple entities – we currently use a third-party consulting group to do our books on Quickbooks
- Coordinating multiple relationships with accountants who do audits and tax returns for multiple real estate entities
- Overseeing human resources and benefits – we currently use a third-party company, Insperity, which coordinates our health and dental insurance, does payroll, holds our 401(k) plan
- Coordination of non-medical insurance needs, including property and casualty, liability, builders' risk insurance
- Dealing with regulatory bodies and annual report filings, including the MA Secretary of State annual filings
- Oversight of IT – we currently have a relationship with an outside vendor, Helpdesk for our IT needs
- Managing the website
- Managing the office, supply needs (limited), relationship with landlord
- Assisting project managers with requisitions for construction projects
- Managing asset management of projects that we own and oversee
- Assisting in the production of printed materials, such as responses to Requests for Proposals

Preferred Additional Skills

- Proficient in Adobe Acrobat and experience with InDesign/Canva/other similar software programs

Compensation

A salary of \$100,000 - \$125,000, commensurate with experience, and competitive benefits package including health, dental, 401k match, T-pass and strong opportunities for growth within the organization.

Please mail or e-mail a cover letter and resume to:

Tara Mizrahi
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33 Union St.
Boston, MA 02108
tmizrahi@affirmativeinvestments.com
Subject line of email must read: Business Manager Position