Corporate Administrative Support Specialist – Worcester, MA

The primary purpose of this position is to provide administrative support to the CEO and corporate functional areas. The Corporate Administrative Support Specialist will have the primary responsibility of supporting finance and administration in scheduling, inventory tracking, compliance related to specific filings and data entry mainly in support of finance.

Key Responsibilities

Executive Administrative Support:
• Assist with board meeting minutes and CEO supportive needs related to board activities with the intent longer term to be the sole support mechanism for board communications
• Executive travel arrangements
• Executive office receptionist for phones

Corporate Support Responsibilities:
• Organization of corporate signatures, bank management signature and passwords.
• Filing lobbying disclosure for Massachusetts/RCAP solutions. This is completed 2X per year online.
• Management and retrieval of archived files for corporate and program as needed
• Support participation in audits as needed
• Build rapport with employees and management to be a source of knowledge and support for administrative functions and human resources.
• Assist with HMLP filing, retrieving files when needed; compile HMLP informational packets for distribution at various presentation and other requests
• Coordinate meetings in central office calendar to include outside vendors needing to utilize the space
• Distribution of incoming mail, open finance mail, date stamp and distribute to appropriate staff
• Coordinate with marketing specialist for the ordering of office kafe and janitorial supplies. Ensure inventory is kept at appropriate levels. Verify packing slips against product received. Marketing will be in charge of the distribution of supplies and cost billing per internal department. Admin will support this process as a backup.

Finance Support Responsibilities:
• Determine which accounts checks are to be deposited in, scan checks to bank website to appropriate accounts on a daily basis, print reports, enter deposits on to check register spreadsheet.
• Enter all financial services loan payments into TEA; File checks and reports to include paid invoices in appropriate files after checks have been printed.
• Tax return support to include RCAP, Financial Services and 9 properties returns from audit firm, appropriate signatures to be obtained. When audit is complete send via email or regular mail to required funding agencies. Originals to be filed with master files and on shared contract drive.
• Updating monthly close out calendars to reflect correct dates.
• Comply with updated insurance certificates to meet various staff and funding requests
• Prepare tax exempt paperwork for RCAP Solutions and HUD 202 properties for needed renewals.
**Education and Experience Requirements**
- Knowledge of computer systems and database functions, Microsoft Office 365 highly desirable.
- Preferred knowledge in Sharepoint
- Highly organized and have attention to detail
- Legal or compliance background preferred

**Certifications or Licensures**
- Valid Driver’s License
- Notary Public

**Working Conditions**
- Typical office setting to include the ability to spend long hours sitting and using office equipment and computers
- Move regularly from sitting to standing position as well as frequently bend to file and maintain files.
- Ability to work on repetitive tasks and use fine motor skills to handle and control objects.
- Ability to use and earpiece or headphones.; Speak, listen and understand others.
- Occasionally lift 10 to 25 lbs

Interested candidates, should submit a resume and cover letter to [HR@rcapsolutions.org](mailto:HR@rcapsolutions.org)

**Location – Worcester, MA (40 hours)**

**Grade Level: 16**

**Compensation and Benefits:**
RCAP Solutions, Inc. offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 13 paid holidays, STD/LTD, etc.

**To Apply:**
Send cover letter and resume to our Human Resources Department or Email: HR@rcapsolutions.org or Fax: (978) 630-9651.