Internal Audit Manager - (2000008C)

Official Title: Fiscal Officer V

Functional Title: Internal Audit Manager

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Accounting and Finance

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Jan 9, 2020, 5:12:22 PM

Number of Openings: 1

Salary: $38,067.12 - $98,000.00 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Internal Audit Manager, (hereinafter known as “the Manager”) assists in providing oversight to all aspects of the Department’s operations to ensure the Department of Housing and Community Development (DHCD) programs are meeting their objectives and are in compliance with applicable State and Federal regulations. The Manager reports directly to the Internal Controls Officer (ICO) and does not have any direct reports.

The incumbent assesses risks throughout the Department and develops internal controls procedures to mitigate the risks identified. In collaboration with the ICO, advises the Undersecretary and other senior management staff on policies and procedures to make DHCD more accountable, efficient, and responsive to the demands of its programs' recipients. The Manager assists the ICO with the administration, revision and interpretation of the DHCD Fraud, Waste & Abuse Policy. The incumbent assists the ICO in ensuring the Department’s compliance with external regulators, auditing requirements, and fulfillment of Chapter 647 of the Acts of 1989 (An Act Relative to Improving the Internal Controls).

The Manager conducts periodic Risk Assessments to identify gaps and examine the adequacy of the Department’s control environment and risk exposure in meeting program objectives. The incumbent advises and directs the Department in implementing procedures to mitigate risks identified and provides the functional guidance for improving operational outcomes and quality of program services across all divisions.

The Manager, in coordination with the ICO, develops, reviews and updates the Agency’s operating policies and procedures and implements best business practices to effectively achieve the Agency’s mission.

Major Responsibility Areas include:

1. Under the supervision of the ICO, examine, review, coordinate and monitor to ensure the Department and its subrecipients’ accounting and financial systems comply with applicable Generally Accepted Accounting Principles (GAAP), Government Auditing Standards, applicable OMB Circulars, applicable regulatory requirements, the Office of the Comptroller's Audit Protocols Policies, and Massachusetts General Laws. Develop and issue guidelines and interpretations of internal control requirements across all
programs, fiscal, contract, and management functions of the Department’s operating divisions. Conduct internal operational audits, organizational audits, functional audits, and management audits to identify known or potential non-compliance issues. Internal audit activities include (but are not limited to), interviewing Department staff and becoming familiar with procedures currently in place; reviewing documentation maintained by the staff for evidence of segregation of duties and proper review and authorization; researching Federal and State regulations to ensure individual program compliance with applicable regulations; and reviewing information provided by subrecipients or other contractors/partners, through desk reviews or onsite visits, to verify their program compliance with DHCD and Federal guidelines.

Perform risk assessments of the Department’s programs to determine where the Department may be susceptible to noncompliance or where procedural improvements to internal controls are needed. Develop internal controls procedures to mitigate the risks identified. Communicate any concerns or issues noted to the ICO immediately.

Provide guidance for improving program services across all divisions and agency outcomes according to tangible performance metrics related to achieving mission. Work with Department staff to implement new controls and/or strengthen existing ones to address known or potential noncompliance, based on the results of the internal audits and risk assessments performed.

Work with the ICO and program and fiscal managers to ensure that the Department’s subrecipient monitoring procedures effectively follow-up on any findings and corrective actions reported in the subrecipients’ Single Audit Reports. Provide guidance to Department staff and/or subrecipients, as needed, related to the audit findings and implementation of procedures to resolve the findings.

2. Work with the ICO to ensure that the Department has a written Internal Controls Plan on file, which is evaluated and updated annually for effectiveness. In collaboration with the ICO, make recommendations to the Undersecretary and other Senior Staff members regarding changes necessary to ensure the integrity of the Department’s program administration and operational activities. All fiscal, program, contract/procurement and management functions are integral parts of these reviews to develop Internal Control Plans for each Division/Bureau within the Department.

3. Provide support to the ICO, and the program and fiscal managers as needed, during the agency’s annual State Wide Single Audit and any other external audits. Assist with obtaining audit documentation and responding to audit inquiries. Facilitate the implementation of corrective action plans and provide appropriate advisory services to Department staff, in response to any findings reported by external auditors. Provide appropriate direction and training as considered necessary.

4. Assist the ICO with developing, interpreting and administering the Department's Fraud, Waste, and Abuse Prevention Policy, including but not limited to: providing effective support and assistance to operating divisions; investigating allegations of illegal and improper activities; and directing operating divisions on how to improve program performance and ensure the accountability of DHCD’s third party service providers.

PREFERRED QUALIFICATIONS:
1. A Bachelor’s Degree in business administration or related subject is required; Master’s degree in Accounting or MBA is desirable.
2. Prior experience in a role involving internal auditing or direct oversight of audit activities.
3. Additional training or education in information systems or analytic software is preferred.
4. Experience as a manager in a small/medium size internal audit department or a manager at a public accounting firm is desirable.
5. Prior experience with governmental accounting and/or public accounting is preferred.
6. Current certification as a Certified Public Accountant, Certified Internal Auditor, or equivalent is strongly preferred.
7. Extensive knowledge of Internal Controls concepts, principles, practices and applications; knowledge of federal programs and grant contract management procedures; government programs planning and budgeting.
8. Knowledge of DHCD’s programs administered by subrecipients and regional non-profit organizations dealing with affordable housing and community development.
9. Knowledge of Federal and State regulations pertaining to audit requirements, internal controls and prevention of fraud, waste or abuse.
10. Ability to understand, explain and apply the laws, regulations, policies, procedures, specifications, standards and guidelines governing audit internal controls and Fraud Waste and Abuse preventions.
11. Ability to communicate and work effectively with Senior Management and staff, State and Federal managers.
12. Ability to develop and implement internal controls and internal audits procedures.
13. Ability to negotiate with diverse constituents and best represent the interests of the Department to external auditors, and Federal and State reviewers in audit and compliance matters.
14. Ability to exercise objectivity in decision making.
15. Ability to exercise discretion in handling confidential information.
16. Ability to analyze data, laws and regulations, draw conclusions, and make recommendations.
17. Ability to solve problems in a timely, effective manner.
18. Ability to work independently.
19. Strong organizational skills, as demonstrated by the ability to independently determine specific tasks needed to accomplish an assignment, prioritize work, and ability to simultaneously manage multiple assignments.
20. Ability to take initiative.
21. Ability to communicate clearly and effectively, both orally and in writing.

MISSION STATEMENT
The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD’s mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS
Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division’s Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division’s Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth’s website.

PRE-OFFER PROCESS
A background check will be completed on the recommended candidate as required by the regulations set forth by the Human Resources Division prior to the candidate being hired.

QUALIFICATIONS
MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five (5) years of full-time or, equivalent part-time, professional, professional internship, administrative, supervisory, or managerial experience in financial management work (i.e. budgeting, accounting, auditing, management analysis, program evaluation, financial reporting of program results) or (B) any equivalent combination of the required experience and substitutions below

Substitutions:
I. A certificate in a relevant or related field may be substituted for one (1) year of the required experience.

II. A Bachelor’s degree in a related field may be substituted for two (2) years of the required experience.

III. A Graduate degree in a related field may be substituted for three (3) years of the required experience.

IV. A Doctorate degree in a related field may be substituted for the four (4) years of the required experience.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer/ADA Coordinator: Nancy DePaul - 617-573-1100

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

HOW TO APPLY
Apply online at https://massanf.taleo.net/careersection/exitjobdetai?job=200008C