**Official Title:** Fiscal Officer VI  
**Functional Title:** Capital Finance 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:** Dec 5, 2019, 4:47:10 PM  
**Number of Openings:** 1  
**Salary:** $41,017.08 - $105,000.00 Yearly  
**Bargaining Unit:** M99-Managers (EXE)  
**Confidential:** No

The Capital Finance Manager (hereinafter known as "the Manager") in the Bureau of Housing Development and Construction (BHDC) is responsible for the fiscal and administrative oversight of all programs managed by BHDC including the Division's capital, trust, and federally funded programs. The Manager plays a critical role in meeting the cap for Public Housing spending and for the expenditure of other funds, such as sustainability, and in the mission of providing safe affordable housing to low-income residents of the Commonwealth.

The Manager ensures that all systems and procedures are in place to support the Bureau's financial and accounting activity, and to enhance the flow of information and delivery of services. The incumbent works with 234 local housing authorities to ensure that their funding contracts and payments are properly recorded in the state-wide Massachusetts Management Accounting and Reporting System (MMARS) accounting system. The Manager also directs the reconciliation of the in-house accounting system, Financial Information System for Housing (FISH), to CapHub, and to MMARS on a weekly and quarterly basis. The incumbent creates financial policy and procedures for new programs and updates existing policies and procedures.

The Manager represents the Bureau at monthly financial meetings conducted by the Chief Financial and Administrative Officer (CFAO), and at bi-weekly Bureau of Housing Development and Construction meetings, and at other agency and outside management meetings.

The Manager is instrumental in the development of new and improved financial information systems and reporting updates to Fish and CapHub.

**DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):**
1. Oversees the payment process: analyzes and approves BHDC payments, including employee travel, in accordance with invoices submitted, annual cap and encumbrance setups with capital, trust, and federal funds and ensures that all documents are processed in a timely and accurate manner.
2. Analyzes and approves BHDC contracts, amendments, and encumbrances according to formula funding and special awards, ensuring that correct funds are used and available. Manages the transfer of funds from current fiscal year to the next fiscal year by assigning encumbrances to accounting staff.
3. Manages four accounting staff and one administrative assistant to coordinate activities related to public housing programs.
4. Oversees the Accounting Coordinator's close-out and reporting of projects from Local Housing Authorities (LHAs) and provides direction.
5. Creates, maintains and monitors financial reporting and financial tracking systems. Works with Information Services to maintain and improve systems. Maintains weekly financial report to senior staff and quarterly bondable expenditure report.
6. Makes policy and process recommendations related to capital bond activity, formula funding, sustainability and other programs to senior staff and the CFO.
7. Responds to information requests from the Governor's Office and Legislatures. Assists agency staff, local housing authority executive directors, LHA financial and program staff, fee accountants and auditors with financial matters.
8. Develops BHDC fiscal policy and procedures for current and new programs.
9. Develops five-year capital plan on an annual basis for submission to the Executive Office for Administration and Finance (EOAF).
10. Other duties as assigned.

PREFERRED QUALIFICATIONS:
1. Thorough understanding of the Commonwealth's financial operating systems such as Massachusetts Management Accounting and Reporting System (MMARS) and the Commonwealth's Information Warehouse.
2. Knowledge of principles and practices of accounting theory, principles, and practices including auditing as it relates to program management.
3. Knowledge of and/or direct experience with state and/or capital programs.
4. Possess strong quantitative, analytical, and problem solving skills with a proven ability to analyze complex financial and program data, ability to understand complex funding programs, demonstrate applicability to program objectives, to draw conclusions, make appropriate recommendations and communicate findings in an understandable manner to various audiences.
5. Excellent time management and organizational skills; the ability to work independently and meet deadlines.
6. Knowledge of principles, practices, and techniques of supervision.
7. Ability to adjust to changing situations to meet emergency or changing financial program or production requirements.
8. Ability to anticipate and analyze difficult situations and take corrective action to prevent problems from occurring.
9. Candidate must be able to form collaborative/working partnerships with outside organizations while ensuring accountability to certain standards.
10. Ability to delegate effectively and coordinate the efforts of others in accomplishing assigned work objectives.
11. Demonstrated technical, management and administrative skills related to organization and coordination of multiple inter-related work tasks, including direction of consultant services and project teams.
12. Ability to exercise sound judgment, especially in financial procedure implementation.
13. Ability to prepare and analyze financial reports/statements.
14. Ability to analyze audit reports and make appropriate recommendations.
15. Ability to communicate effectively in writing and in oral expression.
16. At least 3 to 5 years fiscal experience in state, federal and/or local government is strongly preferred.
17. Experience and interest in the modernization and development of public housing.
18. A Master's of Business Administration (MBA) or Master's in a related field is preferred. A Bachelor's degree from an accredited college or university in a related field is required.
20. Travel across the state may be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

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, administrative, supervisory, or managerial experience in financial management work (i.e. budgeting, accounting, auditing, management analysis, program evaluation, financial reporting of program results), of which (B) at least one (1) year must have been in a project management, supervisory or managerial capacity or (C) any equivalent combination of the required experience and substitutions below.

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

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

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

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

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 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/ex/jobdetail.ftl?job=19000976