

Budget and Performance Manager Job Posting

Overview

The mission of the Department of Neighborhood Development (DND) is to make Boston the most livable city in the nation by working with communities to build strong neighborhoods through the strategic investment of public resources. DND oversees programs that create and preserve affordable housing, support homeowners, strengthen economic opportunities, reduce homelessness, and enhance community development objectives in Boston's neighborhoods.

Brief Job Description (essential functions of the job):

Under the direction of the Senior Budget Manager and the Deputy Director of Finance, the Budget and Performance manager is responsible for constantly evaluating the Department's investments, and through data-driven analysis, implementing systems and policies to improve the use of resources and our services to Bostonians. The Budget and Performance Manager must be both a financial analyst with the skills to ensure DND is managing its budget in conformance with federal, state and local regulations and procedures, as well as internal management consultant with ability to drive organizational change toward performance based goals.

Responsibilities

- Manages and assists with the development, analysis, and preparation of the department's annual budget.
- Reviews and analyzes the department's financial and operational performance data and prepares a monthly budget status report/forecast.
- Works with senior leaders across the organization to develop measurable strategic goals and develop actionable reports to track progress at the weekly, monthly, and annual levels.
- Leads internal consulting projects to develop process improvement, estimate the impact of programmatic and policy actions on expenditures and operational performance, and measure the ongoing impact of new initiatives after launch.
- Works with employees across the department to ensure the timely and accurate collection of performance and financial data.
- Provides budget guidance and technical assistance to all DND divisions, City Departments, and Auditors.
- Reviews federal and state grant agreements and establishes the department's grant budgets on the City's financial management system.
- Examines proposed budgets of grant-funded applications and request for proposals and provide recommendations to senior management.
- Reviews and processes budget amendment requests.
- Performs other related duties as assigned.

Minimum Entrance Qualifications

- At least four (4) years of work experience in budget analysis/preparation, management consulting, municipal accounting and/or grant financial management. Educational substitutions may be made.
- Expertise in designing financial spreadsheets for budget preparation, tracking and analysis purposes.
- Demonstrated analytical skills and ability to convey analysis both orally and with data visualizations.

- Conscientious self-starter with an ability to independently lead complex analytical projects.
- Excellent written and oral communication and interpersonal skills.
- Strong personal computer skills (MS Word, Excel, Access). Experience with reporting and dashboard tools preferred. Experience with Salesforce and Salesforce reporting also preferred.
- Ability to exercise good judgment and focus on detail as required by the job.

Please include a cover letter when you upload your resume.

Boston Residency Required.

Terms:

Union/Salary Plan/Grade: SEIU 888/N-22

Hours Per Week: 35

Applicants interested in applying for this position can apply to the City of Boston Career Center website at this link here:

<https://city-boston.icims.com/jobs/20526/budget-and-performance-manager/job?hub=8&mobile=false&width=1500&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>