

EDI Auditor IV - (210001PT)

Official Title: Auditor IV

Functional Title: Eviction Diversion Initiative (EDI) Auditor IV

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: Feb 22, 2021, 12:50:58 PM

Number of Openings: 1

Salary: \$66,980.42 - \$96,568.16 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Eviction Diversion Initiative (EDI) Auditor IV provides financial, administrative and programmatic support to the Department of Housing and Community Development's (DHCD's) Eviction Diversion Initiative (EDI) programs, including but not limited to Residential Assistance for Families in Transition (RAFT), Federal Emergency Rental Assistance Program, and Emergency Rental and Mortgage Assistance (ERMA). The incumbent performs audit reviews of the financial and programmatic records of the subrecipients of these program funds, such as Regional Administering Agencies (RAA), quasi-government entities, and municipalities, to ensure their compliance with all applicable Federal and State regulations and internal policies and procedures. Records must be maintained in accordance with Federal regulations, established Agency practices and professional accounting standards. The EDI Auditor IV is responsible for analyzing controls, evaluating automated and manual systems, identifying issues and resolutions and other duties as assigned. Assignments are reviewed for accuracy, scope of detail, quality of supporting documents and relevance. The incumbent must be able to exercise independent judgments in completion of assigned tasks.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Coordinate with EDI Compliance Manager and Internal Controls Officer to provide financial, administrative and programmatic support with respect to the Department's EDI programs.
2. Perform ongoing compliance audits of the subgrantees' financial records to verify compliance with applicable State and Federal regulations.
3. Maintain documentation reviewed during the compliance audits to support conclusions.
4. Interview subgrantee staff and review documentation to determine if effective internal controls and adequate financial systems exist for the subgrantees to properly administer the EDI programs.
5. Review recent audit reports of the subgrantees for any findings or concerns that should be considered as part of the compliance audits and verify that they have been resolved.
6. Communicate significant findings of noncompliance or internal control weaknesses identified during compliance audits to the EDI Compliance Manager right away.
7. Prepare reports summarizing the results of the compliance audits conducted for the EDI Compliance Manager to review before providing them to other Department managers and the subgrantees.
8. Assist the EDI Compliance Manager with corrective action plans determined to be necessary for any of the Department's subgrantees participating in the EDI Program.

9. Work with the EDI Compliance Manager to provide guidance and training as needed.
10. Ensure proper safety protocols are always used when receiving/reviewing personally identifying information (PII).
11. Research and stay informed about changes in Federal and State requirements.
12. Update audit procedures as needed to address changes in Federal or State regulations.
13. Travel throughout the State is required.
14. Perform other related duties, as assigned.

PREFERRED QUALIFICATIONS:

This is a 2 year position with benefits. The end date may be extended based on availability of funding.

1. Knowledge of State accounting and budgetary procedures including terminology as well as experience using the Massachusetts Management Accounting & Reporting System (MMARS).
2. Budgeting skills or knowledge of State budgetary process.
3. Experience in monitoring and auditing of programs.
4. Ability to analyze and determine the applicability of audited financial/program results, write reports and make recommendations for corrective action.
5. Candidate is able to exercise good judgement and has excellent problem-solving skills.
6. Candidate is able to work independently and as part of team, manage multiple ongoing priorities and organize time efficiently and effectively while meeting required deadlines.
7. Strong communication skills, both written and verbal.
8. Attention to detail, customer-focused and the ability to work collaboratively.
9. Ability to raise issues and concerns to the next level in a timely manner.
10. Candidate has strong organizational skills.
11. Knowledge of or experience working with State and/or Federally-funded homeless programs.
12. Frequent travel throughout the state to review housing authority financials is required.

MISSION STATEMENT:

Department of Housing and Community Development (DHCD) is within 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.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days (by 03/08/21).

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in accounting or auditing, of which at least (B) one year must have been in supervisory, administrative or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in accounting, business administration or business management may be substituted for a maximum of one year of the required (A) experience.*

II. A Graduate degree with a major in accounting, business administration, or business management may be substitute for a maximum of two years of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of two years of the required (A) experience. No substitution will be allowed for the required (B) experience.

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

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 6175731254

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=210001PT>