

EDI Compliance Manager - (210001PR)

Official Title: Fiscal Officer V

Functional Title: EDI Compliance 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: Feb 22, 2021, 12:40:38 PM

Number of Openings: 1

Salary: \$38,067.12 - \$96,429.86 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Eviction Diversion Initiative (EDI) Compliance Manager, (hereinafter known as “the Manager”) assists in providing oversight to all aspects of the 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), to ensure the Department of Housing and Community Development (DHCD) EDI 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 supervises the EDI Auditor.

The incumbent assesses risks related to the EDI programs and works with the ICO to develop internal controls procedures to mitigate the risks. 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 EDI programs’ recipients. 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 ongoing Risk Assessments to identify gaps and examine the adequacy of the Department’s control environment and risk exposure in meeting the EDI programs’ 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 involved with the EDI programs.

The Manager assesses security risks, such as loss, unauthorized access or use, destruction, or modification of data. In response to risk assessments, the incumbent ensures that security safeguards are in place to address the identified risks and to protect any personally identifying information (PII) received by the Department and its subrecipients, while administering the EDI programs.

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

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 EDI programs and operating divisions. Conduct internal audits to identify known or potential non-compliance issues impacting the EDI programs. 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 applicable DHCD and Federal guidelines.

Perform risk assessments of the Department's EDI 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 the objectives of the EDI programs. 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.

Provide direct supervision to the EDI Auditor. Review compliance audit workpapers and reports prepared by EDI Auditor and verify that they adhere to auditing standards and Federal and State regulations. Coordinate communication of audit findings or internal control weaknesses to subrecipients with EDI Auditor.

Work with the ICO and program and fiscal managers to ensure that the Department's subrecipient monitoring procedures effectively follow-up on any findings identified during ongoing compliance audits of the EDI programs. 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 proper safeguards are in place to mitigate security risks such as loss, unauthorized access or use, destruction, or modification of data. Conduct security risk assessments and recommend controls procedures to address the identified risks and to ensure that personally identifying information (PII) obtained by the Department and its subrecipients while administering the EDI programs is protected. Communicate any known security breaches or threats to the ICO immediately.

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 of the EDI programs. 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.

PREFERRED QUALIFICATIONS:

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

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 best practices and/or prior experience with data security and safeguarding of personally identifying information (PII).
9. Knowledge of DHCD's EDI programs.
10. Knowledge of Federal and State regulations pertaining to audit requirements, internal controls and prevention of fraud, waste or abuse.
11. 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.
12. Ability to communicate and work effectively with Senior Management and staff, State and Federal managers.
13. Ability to develop and implement internal controls and internal audits procedures.
14. 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.
15. Ability to exercise objectivity in decision making.
16. Ability to exercise discretion in handling confidential information.
17. Ability to analyze data, laws and regulations, draw conclusions, and make recommendations.
18. Ability to solve problems in a timely, effective manner.
19. Ability to work independently.
20. 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.
21. Ability to take initiative.
22. Ability to communicate clearly and effectively, both orally and in writing.
23. At least intermediate proficiency using Microsoft Excel, Access, Word, PowerPoint and Outlook. Adept at learning new applications quickly.

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.

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: Marjorie Lalli - 6175731254

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=210001PR>