

Fiscal Coordinator - (22000F4L)

DHCD is seeking a Fiscal Coordinator for DHCD's Office for Administration & Finance Division!

AGENCY MISSION:

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.

OVERVIEW OF ROLE:

The incumbent in this position provides financial, administrative and programmatic support to the Agency's Division of Housing Stabilization (DHS). The incumbent maintains information tracking systems and financial records; prepares analysis and documentation related to Federal Appropriations. Records must be maintained in accordance with federal and state regulations, and established Agency practices. The incumbent is responsible for analyzing contracts, evaluating automated and manual systems, identifying issues and resolutions and other duties as assigned. The incumbent exercises independent judgment in completion of assigned tasks.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Fiscal Reviews:

- Performs fiscal reviews mainly for all federal appropriations under DHS, and state appropriations as needed.
- Reviews Massachusetts Management Accounting and Reporting System (MMARS) reports to ensure payments have been processed through the Treasurer's system and funds remitted as directed.
- Tracks and projects spending through MMARS reports and other operational data to provide supervisors with necessary information for enhanced decision making.
- Evaluates accounting procedures, reports, etc., and recommends changes to improve the flow of information.

2) Monitoring:

- Monitors and maintains administrative funding including encumbrance documents, invoices, and payroll transactions.
- Responsible for monitoring subgrantees for compliance with federal grant requirements, State fiscal policies and Office of Management and Budget (OMB) Circulars.

3) Technical Assistance:

- Provides technical assistance and advice to agency personnel and others concerning assigned programs in order to exchange information, resolve problems and to ensure compliance with established policies, procedures and standards.

4) Planning, Reporting & Budgeting:

- Reports projections on a monthly basis and more frequently (even daily) as needed to assist Program Managers to make contractual decisions.
- Submits completed documents to transfer funds to other state agencies according to Comptroller Policy once Interdepartmental Service Agreement (ISA) has been properly approved.
- Prepares current year spending plans and out year budget requests
- Builds budget requests and forecasts that are logical and defensible, based on an in-depth review of caseload and demographic trends, recent spending data and incorporation of all relevant program changes.

5) Miscellaneous:

- Participates in meetings concerning policy and fiscal issues.
- Responsible for the oversight of special projects and coordination of computer requirements and report generation.

PREFERRED QUALIFICATIONS:

1. Knowledge of state accounting and budgetary procedures including terminology and proficiency using the Massachusetts Management Accounting & Reporting System (MMARS) is preferred but not required.
2. Strong budgeting skills or knowledge of state budgetary process.
3. Experience working with federal grants and Purchase of Service (POS) contracts.
4. Knowledge of the methods and techniques of financial analysis.
5. Candidate has strong organizational skills and attention to detail; is able to work independently, manage multiple ongoing priorities, and organize time efficiently and effectively.
6. Ability to adjust to changing priorities.
7. Ability to manage a variety of tasks, organize workload and meet required deadlines.
8. Knowledge of or experience working with state and/or federally-funded homeless programs.
9. At least intermediate proficiency using Microsoft Excel and Access, and Word.

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

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.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

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

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

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year 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: No substitutions will be permitted for the required (B) experience.

Comprehensive Benefits:

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

Official Title: Program Coordinator III

Functional Title: Program Coordinator III

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

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Dec 27, 2022, 11:15:36 AM

Number of Openings: 1

Salary: \$68,016.52 - \$98,517.12 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Hybrid Work Eligible: Yes

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

Executive Order #595: As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

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

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=22000F4L>