Fiscal Director - (200005SG)

Official Title: Fiscal Officer VI

Functional Title: Fiscal Director

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: Aug 26, 2020, 3:33:41 PM

Number of Openings: 1

Salary: $41,017.08 - $109,846.66 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Fiscal Director is responsible for the financial management of Department of Housing and Community Developments (DHCDs) federal and state emergency shelter programs, HomeBASE, Rental Assistance for Families in Transition (RAFT) and for all quality control activities such as fiscal compliance and accounting in DHCD's Division of Housing Stabilization (DHS). The Fiscal Director provides support to the Budget Director in budgeting, accounting/reporting, maintenance of compliance and internal control standards of the division's programs, acts as Massachusetts Management Accounting and Reporting System (MMARS) liaison with Office of Administration and Finance (OAF), and provides technical assistance to staff on MMARS related issues.

The Fiscal Director provides leadership in the overall contract and performance management of DHS’s portfolio of contracted services programs. This position is responsible for setting the goals and performance measures for the entire network of approximately 180 state and federally funded contracted programs as well as Interagency Service Agreements (known as ISAs) that provide shelter and support services to homeless families and individuals.

Major responsibility areas include:

1. Recommend the annual spending plan to the Director of the Division, maintain Division’s program budgets/amendments and the disbursements of funds. Act as a liaison with Accounting on errors, issues, documentation, etc. Ensure the availability of funds for all emergency shelter programs in compliance with the Office of the Comptroller, Office of the Treasurer and Receiver General and U.S. Department of Housing and Urban Development (HUD) guidelines; act as a liaison between various state agencies and HUD concerning all shelter related financial issues.

2. Work with the Division of Housing Stabilization Senior Managers to accomplish contract objectives effectively and efficiently; implement performance measures present new initiatives, policies and procedures to 11 Contract Managers, HomeBASE and RAFT Coordinator, vendors and other appropriate staff; develop improved data collection and reporting mechanisms; ensure compliance with internal control mandates; manage shelter capacity needs.

3. Understand all fiscally-related regulations and guidelines issued by both state and federal agencies and analyze and disseminate key information to contracted agencies, and appropriate personnel within
DHCD. Manage the development and implementation of grants management policies and procedures; manage the preparation of required reports to insure accuracy and timeliness of submission.

4. Oversee fiscal compliance of all terms and conditions stated in contracts executed with contractor agencies. Review and approve requests for shelter and administrative funds for all state and federal shelter, HomeBASE and RAFT programs. Assist the Internal Controls Department with the development of responses to audits from the Office of the State Auditor related to providers fiscal activities; develop and monitor Corrective Action Plans arising from findings from state or certified public accountant audits of providers.

5. Oversee the Emergency Shelter Grant (ESG) and Continuum of Care (CoC) financial and quality control reviews, develop fiscal language for any related Notice of Funding Availability (NOFAs), and establish timelines and deadlines for all required reports, forms and related documents. Provide oversight of the division-wide sub grantee A-133 Single Audit Review Management System.

6. Supervise 5 fiscal staff within the unit on issues relating to MMARS documents, reconciliation of accounts and generation of reports for all division programs.

7. Review the production of financial models used to forecast the division’s spending needs. Prepare and develop financial systems to support new specialized program requirements. Work with DHCD Information Services to develop necessary computer applications that allow the most efficient and effective fiscal management of all shelter programs.

8. Provide general technical assistance to division on staff on universal requisitions, travel reimbursements, overtime, and other general accounting procedures and policies. Participate in agency-sponsored financial representative meetings, and other meetings as required.

**PREFERRED QUALIFICATIONS:**

1. Knowledge of the Commonwealth’s financial operating systems, including MMARS, and the Commonwealth’s Information Warehouse.
2. Knowledge of accounting theory, principles, and practices.
3. Ability to prepare and/or analyze financial reports/statements.
4. Ability to analyze Audit Reports and make appropriate recommendations.
6. Ability to gather information, draw conclusions and make appropriate recommendations regarding program finances.
7. Ability to organize work, work independently, assign work, meet deadlines and the ability to handle special assignments given by the Director.
8. Ability to supervise and motivate others.
9. Ability to exercise sound judgment and maintain good working relationships.
10. Excellent written and oral communication skills.
11. Ability to understand, apply, interpret, and implement the provisions of the laws, rules, regulations, policies, procedures, specifications, standards, and guidelines governing agency financial operations.
12. Knowledge of the principles and practices of public management, including planning, organizing, directing, motivating, controlling and decision making.
14. Knowledge of Operational Services Division (OSD) procurement rules and regulations.
15. Ability to manage and coordinate annual contracting, recontracting and amendment processes.
17. Knowledge of Office of the State Auditor policies and procedures.
18. Knowledge of federal and state data and reporting requirements for homeless services.
19. Ability to anticipate and analyze difficult situations and take corrective action to prevent problems from occurring.
20. Ability to adjust to changing situations to meet emergency or changing financial, program or production requirements.
21. A Bachelor’s degree in accounting, or business administration or a related field from an accredited college or university; Master’s of Business Administration (MBA) or Master’s in a related field is preferred.


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, 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.

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 - 617-573-1254

HOW TO APPLY:
Apply online at https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=200005SG