

## **Fiscal Manager - (22000EMJ)**

### **DHCD is seeking a Fiscal Manager/MIV in the Office of Administration & Finance!**

#### **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 Fiscal Manager provides support to the division's Fiscal Director in the financial management and compliance of its federal, state, and capital funded programs. Primary tasks include the administration of fiscal grant management of federal, state and capital funds (as assigned) and fiscal monitoring of assigned programs. In addition, the Fiscal Manager provides support to the Fiscal 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 Department of Housing and Community Development's (DHCD's) Office for Administration and Finance (OAF), provides technical assistance to staff on MMARS related issues, and conducts/oversees subgrantee monitoring. The incumbent supervises three Fiscal Representatives.

#### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

##### **1) Technical Assistance & Grant Review**

- Provides technical assistance for federal Low Income Home Energy Assistance Program (LIHEAP)/Home Weatherization Assistance Program (HWAP), Community Services Block Grant (CSBG), state and capital funded programs.
- Evaluates assigned grantees for financial compliance and ability to expend funds in a timely manner through review and analysis of various financial documents including but not limited to:
  - Quarterly reports, budget amendments and drawdown requests
  - Single Audit and close out reports, etc.
  - Issue letters of findings and recommendations where applicable and follow up appropriately.
  - Process encumbrance documents and payment vouchers.
- Provides general technical assistance to division staff on universal requisitions, travel reimbursements, and other general accounting procedures and policies.

##### **2) Training**

- Gains knowledge of other division programs to provide coverage due to funding increases/decreases with the division's programs, and staff vacancies.
- Participates and speaks on fiscal issues at trainings held by program staff.

##### **3) Supervising**

- Assigns and evaluates the work of three Fiscal Representatives.

##### **4) Assisting the Fiscal Director**

- Establishes the division's annual spending plan, maintain divisions program budgets/amendments and the disbursements of funds in MMARS, Community Software Group (CSG) Grant Management System (GMS), and Integrated Disbursement & Information System (IDIS).
- Acts as liaison with OAF on errors, issues, documentation, etc.
- Supports division program managers on issues relating to the agency's annual Single Audit or program monitoring that may be conducted by any of the federal funding agencies [(i.e., U.S.

Department of Health and Human Services (HHS), U.S. Department of Energy (DOE), and U.S. Department of Housing and Urban Development (HUD)].

#### **5) Auditing**

- Reviews various financial documents and reports to determine auditee risk status:
- Conducts on site and desk top reviews of assigned grantees and/or oversees monitoring of subgrantees performed by division Fiscal Representatives.
- Recommends corrective actions and follow through until all issues are resolved. Manages the annual monitoring process of assigned programs.

#### **6.Funding**

- Ensures sufficient funds are available in MMARS.
- Reviews contract and prepares payment documents for approval by Fiscal Director.
- Resolves IntelliGrants issues with grantee. If unsuccessful, follows-up with IntelliGrants point of contact.

#### **7. Reporting**

- Assists with the required federal financial reports to HHS, DOE, and HUD (match report only) for approval by the Fiscal Director and/or the Division Director.

#### **PREFERRED QUALIFICATIONS:**

1. Knowledge of capital, federal and state regulations, and auditing.
2. Ability to analyze complex budgets, administrative issues, and make recommendations regarding relevant procedures.
3. Excellent written and verbal skills.
4. At least five years' experience in grants management is preferred, specifically the financial management standards of federal programs.
5. Strong knowledge of MMARS is preferred, but not required.
6. Knowledge of federal cash management regulations.
7. Budget preparation/analysis skills.

#### **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:**

##### **MINIMUM ENTRANCE REQUIREMENTS:**

Applicants must have at least (A) four (4) 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. An Associate's degree in a related field may be substituted for one (1) year of the required experience.
- III. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.
- IV. A Graduate degree in a related field may be substituted for three (3) years of the required experience.
- V. A Doctorate degree in a related field may be substituted for the required experience.

**Official Title:** Fiscal Officer IV

**Functional Title:** Fiscal Manager

**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 16, 2022, 12:23:22 PM

**Number of Openings:** 1

**Salary:** \$35,247.68 - \$91,337.89 Yearly

**Bargaining Unit:** M99-Managers (EXE)

**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.**

**HOW TO APPLY:**

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