

Fiscal Representative - (20007ZJ)

Official Title: Management Analyst III

Functional Title: Fiscal Representative

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 7, 2020, 2:02:10 PM

Number of Openings: 1

Salary: \$63,780.86 - \$92,381.90 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Fiscal Representative evaluates performance and financial compliance monitoring of individual assigned federal, state, or capital contracts. The incumbent provides technical assistance/expertise to internal and external constituencies in the areas of compliance with program regulations, requirements and policies. The Fiscal Representative participates in desk-top and/or on-site compliance and monitoring, reviews financial documents, encumbers funds, creates and approves vouchers for payment, reviews contract documents for accuracy, checks Massachusetts Management Accounting and Reporting System (MMARS) tables BQ 81, 86, 88, 89, and is able to access encumbrance and voucher documents, and utilizes financial systems [Integrated Disbursement & Information System (IDIS), Community Software Group (CSG), Intelligrants, etc.] as needed.

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

1. Evaluates performance and financial compliance monitoring of assigned federal, state, or capital contracts.
2. Provides technical assistance/expertise to internal and external constituencies in the areas of compliance with program regulations, requirements and policies.
3. Prepares accurate and timely spending reports including but not limited to Quarterly and Annual Spending Reports, Annual Survey Report, SF-425 and the Federal Financial Accounting and Transparency Act (FFATA) in compliance with applicable State and Federal Regulations.
4. Establishes encumbrance and monitors payments against encumbrances for Federal Appropriations as assigned. Tracks program commitments and expenditures for assigned federal programs. Meets regularly with Fiscal to resolve spending variances.
5. Reconciles disbursements against actual expenditures and recoups unexpended funds and ensures that returned funds are appropriately deposited.
6. Maintains working relationships with multiple departments inside and outside of Division of Community Services (DCS) to be sure all transactions adhere to regulations. Examples include, but are not limited to contacts with Program Staff, Legal, Budget, Accounting, Office of Administration and Finance (OAF), Procurement.
7. Ensures sufficient funds are available in MMARS. Prepares and reviews contract and payment documents for accuracy and approval by fiscal and compliance unit budget/accounting manager or director.

8. Prepares vendor set-up packages for all new vendors receiving Massachusetts Downtown Initiative (MDI), Community Development Block Grant (CDBG) Coronavirus Aid, Relief, Economic Security Act (CARES) III, Housing Choice and other grants as needed. Prepares bank account documents for approved vendors.
9. Receives and provides cross training and gains knowledge of other division programs to provide coverage due to funding increases/decreases with the division's programs, staff vacancies or leave.
10. Reviews accounting procedures, reports, etc., and recommends changes to improve the flow of information.
11. Other related tasks as assigned.

PREFERRED QUALIFICATIONS:

1. Up to 40% of work will require travel across the Commonwealth.
2. Knowledge of state budgetary and accounting forms and procedures.
3. Knowledge of the organization of state government.
4. Knowledge of Massachusetts Management Accounting and Reporting System (MMARS) and Commonwealth Information Warehouse (CIW).
5. Ability to develop spreadsheets, perform mathematical calculations and analyze data.
6. At least intermediate proficiency using Microsoft Word, Excel, Access, and PowerPoint.
7. Experience with accounting, audits, and/or monitoring procedures.

MISSION STATEMENT:

The Department of Housing and Community Development (DHCD) is within the 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 12/21/20).

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in work simplification, management analysis, program analysis, methods analysis, economic analysis, fiscal analysis, financial analysis, budget analysis, program administration, or program management or (B) 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, public administration, industrial engineering or industrial management may be substituted for a maximum of two years of the required experience.*

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

III. A Bachelor's degree or higher degree with a major other than in business administration, business management, public administration, industrial engineering or industrial management may be substituted for a maximum of one year of the required experience.*

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

NOTE: Educational substitutions will be permitted for a maximum of three years of the required 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=200007ZJ>