

Fiscal Coordinator - (240002OQ)

Executive Office of Housing and Livable Communities (EOHLC) is seeking a Fiscal Coordinator in the Office of Administration & Finance!

AGENCY MISSION:

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

OVERVIEW OF ROLE (NOT ALL INCLUSIVE):

The incumbent in this position provides financial, administrative and programmatic support to the Agency's Division of Housing Stabilization (DHS). They maintain information tracking systems and financial records; prepare analysis and documentation related to multiple DHS state and federal appropriations and examine funding requests for assigned Programs. The incumbent is also responsible in receiving invoices from all DHS program contract managers, and properly and accurately entering the information in to the Massachusetts Management Accounting and Reporting System (MMARS) for accounting team to make payments. 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. They exercise independent judgment in completion of assigned tasks.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1. Technical Assistance:

- Provides technical assistance to financial staff through written and verbal communication.

2. Data Management/Analysis:

- Reviews and analyzes program data to evaluate program performance and to determine the effect on spending.
- Gathers and assembles financial and related data in order to present such information for review and analysis.
- Makes recommendations of appropriate action based upon identified patterns in analyzed data.

3. Massachusetts Management Accounting and Reporting System (MMARS):

- Reviews thoroughly invoices that are received from DHS program and accurately enters them in to MMARS
- Reviews MMARS reports to ensure payments have been processed through the Treasurer's system and funds remitted as directed.
- Reviews MMARS reports to track and project spending and other operational data to provide supervisors with necessary information for enhanced decision making.

4. Budgeting:

- Prepares current year spending plans and out year budget requests for the Governor's Budget, House Budget and Senate Budget for assigned appropriations.
- 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. Reporting & Special Projects/Meetings:

- Reviews accounting procedures, reports, etc., and recommends changes to improve the flow of information.

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

PREFERRED QUALIFICATIONS:

1. Knowledge of state accounting and budgetary procedures including terminology as well as the Massachusetts Management Accounting & Reporting System (MMARS).
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. Knowledge of or experience working with state and/or federally-funded homeless programs.
8. Demonstrated 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>

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.

Official Title: Program Coordinator III

Functional Title: Fiscal Coordinator

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

Job: Accounting and Finance

Agency: Executive Office of Housing and Livable Communities

Schedule: Full-time

Shift: Day

Job Posting: Feb 26, 2024, 10:16:19 AM

Number of Openings: 1

Salary: \$73,566.74 - \$107,580.72 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Potentially Eligible for a Hybrid Work Schedule: Yes

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=240002OQ>