Fiscal Manager - (200004N2)

Official Title: Fiscal Officer IV

Functional Title: Fiscal Manager

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: Jun 19, 2020, 4:09:26 PM

Number of Openings: 1

Salary: $35,247.68 - $89,700.00 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Fiscal Manager provides support to the division's Fiscal Director in the financial management and compliance of its federal and state funded programs. Primary tasks include the administration of fiscal grant management of new programs Neighborhood Stabilization Program (NSP)/Liabilities to Assets (LTA) and Gateway Housing Rehabilitation Program (GHRP), federal Community Development Block Grant (CDBG) Coronavirus Aid, Relief, and Economic Security Act (CARES), and a CDBG loan program. 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 two Fiscal Representatives.

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

1. Provides technical assistance to assigned NSP/LTA and GHRP, Community Development Block Grant (CDBG) CARES recipients for all program activity in the area of financial management standards prescribed by federal and state program regulations and requirements. Participates and speaks on fiscal issues at trainings held by program staff.

2. 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, drawdown requests, Single Audit and close out reports, etc. Issues letters of findings and recommendations where applicable and follows up appropriately. Processes payment vouchers.

3. All division fiscal staff receive and provide cross training and gain knowledge of other division programs to provide coverage due to funding increases/decreases with the division's programs, and staff vacancies. Supervises two Fiscal Reps.

4. Provides support to the Fiscal Director in establishing the division's annual spending plan, maintains divisions program budgets/amendments and the disbursements of funds in MMARS, Grant Management System (GMS), and Integrated Disbursement & Information System (IDIS). Acts as liaison with OAF on errors, issues, documentation, etc.
5. Analyzes various financial documents and reports to determine auditee risk status. Conducts on site and desk top reviews of assigned grantees or oversees monitoring of subgrantees performed by division Fiscal Representatives. Recommends corrective actions and follows through until all issues are resolved.

6. 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. Compiles the required federal financial reports to U.S. Department of Health and Human Services (HHS), Department of Energy (DOE), and U.S. Department of Housing and Urban Development (HUD) (match report only) for approval by the Fiscal Director and/or the division Associate Director.

8. Provides support to the Fiscal Director and 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. HHS, DOE, and HUD).

9. Provides general technical assistance to division staff on universal requisitions, travel reimbursements, and other general accounting procedures and policies.

PREFERRED QUALIFICATIONS:
1. Knowledge of the Capital and CDBG program/fiscal regulations, Federal Regulations, State Comptroller regulations (MMARS), and auditing.
2. Ability to analyze complex budgets, administrative issues, and make recommendations regarding relevant procedures.
3. Excellent written and verbal skills.
4. Negotiation skills.
5. Ability to effectively and efficiently handle multiple assignments and prioritize tasks.
6. Accounting or business administration degree is preferred.
7. Five years experience in grants management is preferred, specifically the financial management standards of federal programs.
8. Strong knowledge of MMARS and federal cash management regulations.

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:
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.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 617-573-1100

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=200004N2