The Budget Director oversees the administration of the Agency's $1.3 billion budget comprised of state, capital and federal funds, and manages the Agency's accounting activities to ensure compliance with Legislative intent, and Agency regulations, rules, policies and objectives. The Budget Director serves as the primary liaison to the Executive Office for Administration and Finance, and the legislature (including House and Senate Ways and Means Committees and Budget Conference Committee) throughout the annual budget process and in developing the Agency's spending plans and annual budget request. The Budget Director is charged with the direct management of Agency's capital budget, central administrative budget, and overhead cost plan.

The Budget Director oversees the fiscal resources allocated to the Division of Community Services (DCS) for funding and grant management to local governments and non-profits through federal "pass-through" programs awarded to the Commonwealth from the U.S. Department of Energy (DOE), U.S. Department of Health and Human Services (HHS), and the U.S. Department of Housing and Urban Development (HUD). Coordinates DCS budgeting, accounting, reporting, federal program compliance monitoring and technical assistance. Coordinates the delivery of financial resources to sub-grantees; exercises sign-off authority and coordination of personnel and other administrative matters; provides direction and oversight on software development needs of the two Information technology (IT) grant management systems utilized by the Division for its federal programs (accounting and reporting); and coordinates and oversees the required financial reporting for federal funding agencies through their IT systems.

The incumbent oversees the fiscal resources allocated to the Division of Housing Stabilization (DHS) for funding the mission of preventing homelessness, sheltering those for whom homelessness is currently unavoidable, and rapidly re-housing the homeless to stable permanent housing. This division is responsible for state and federal funding for numerous programs that work towards this goal. Coordinates DHS budgeting, accounting, reporting, and federal program compliance monitoring. Reviews the production of financial models used to forecast the division’s spending needs.

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

1. Manage Annual budget process including Capital plan
• Coordinate with senior staff to plan and fund programs and priorities.
• Furnish fiscal and programmatic information to ANF, and House and Senate fiscal analysts, to support the development of the agency’s annual operating budget.
• Coordinate the drafting of testimony for legislative budget hearings.
• Oversee the development of and coordinate the preparation of spreadsheets, narratives and memoranda for the Division of Community Services.
• Oversee and coordinate the Division of Community Services financial activities with the State Office of the Comptroller, including all contracting and invoicing for capital and federal programs.
• Assess and develop Division's financial internal controls including but not limited to fraud, waste and abuse.
• Direct and oversee all Division-related Federal, State and Bond accounts. Majority of funding is from federal DOE, HHS and HUD. Delegate Massachusetts Management Accounting and Reporting System (MMARS)-related tasks in accordance with Financial and Compliance Unit (FCU) staff structure. Relay to Division's managers and staff OAF/Comptrollers (State Finance regulations), policies and procedures. Work with unit managers on development of administrative budgets and/or amendments submitted as a part of the federal application/award from DOE, HHS, and HUD programs.
• Oversee risk management and monitoring plans for the Division of Community Services' Federal programs. Work with program managers to ensure on-site field monitoring is coordinated with fiscal and program staff. Ensure that the Fiscal staff works with the program staff to ensure accuracy and consistency in preparing and monitoring reports and tracking and resolving sub-recipient compliance issues.
• Coordinate the preparation of legislation to support the Agency’s capital programs.
• Submit capital allotment requests and establish capital program budgets in MMARS.

2. Manage the Department’s central administrative budget, overhead cost plan, & payroll
• Ensure adequate resource allocation.
• Submit necessary MMARS documents to establish accounts, object classes, obligation ceilings, allotments, and interagency service agreements.
• Represent the Department in meetings with ANF, Comptroller’s Office, Quasi-Public Housing Agencies, and Intra-Agency financial and policy convened groups.
• Ensure that the comprehensive payroll budget is updated periodically to ensure optimal use of funds.
• Oversee and manage the administrative functions, including administrative expenses and program sources for administration funding for the Division of Community Services.
• Coordinate research of legislative initiatives at the state and federal level for the Department.
• Evaluate the budgetary/policy implications of initiatives.
• Prepare responses for review and discussion with the Chief Financial Officer, Director and Deputy Director.

3. Supervisory management of Fiscal staff
• Prioritize and delegate their assignments in accordance with duties as defined in their Form 30s.
• Provide training and technical assistance to fiscal staff.
• Communicate priorities through either group staff meetings or individual meetings.
• Provide direct-reporting staff with feedback and evaluation of job performance through ACES or EPRS.

4. IT data management
• Provide direction and oversee internal and external IT grants management system(s) software utilized to manage the federal programs.
• Act as backup system administrator for the HUD Integrated Disbursement & Information System (IDIS) and Disaster Recovery Grant Reporting System (DRGR) systems, coordinating access and internal controls/staff functions within the systems
• Provide training and direction to staff on federal financial data management (external) systems
• Oversee the project manager to the (internal) Community Development Block Grant (CDBG)/Grants Management System (GMS) and the Clean Air CAA’s eGovt system on issues related to federal financial compliance, reporting and electronic payment requests.

• Work with software developers on priorities for enhancements/upgrades (internal systems).

PREFERRED QUALIFICATIONS:
1. Proven ability to analyze complex financial data, demonstrate applicability to program objectives, and communicate findings in an understandable manner to different audiences with varying degrees of sophistication with the material.
2. Thorough understanding of MMARS, Labor Cost Management (LCM) systems as well as the Commonwealth’s Information Warehouse.
3. Ability to evaluate the merits of contrasting needs and priorities and negotiate compromises that are in line with Department and Secretariat policies.
4. Ability to analyze and determine the applicability of financial and program data, to draw conclusions, and to make appropriate recommendations.
5. Ability to monitor and correct payroll rejects in the LCM system, to ensure that the labor cost is distributed accurately across the state, capital, federal and trust accounts.
6. Demonstrated experience in researching and resolving various types of payroll activities and discrepancies.
7. Knowledge of the principles and practices of accounting and auditing as it relates to program management.
8. Superior organizational skills and ability to effectively manage multiple deadlines, changing priorities and a high volume of detailed material.
9. Ability to adjust to changing situations to meet emergency or changing financial, program or production requirements.
10. Ability to understand, apply, interpret, and implement the provisions of the laws, rules, regulations, policies, procedures, specifications, standards, and guidelines governing agency financial operations.
11. Serve as the agency’s Budget Director Liaison with the Executive Office of Administration and Finance, Office of the Comptroller, House and Senate Ways and Means Committees.
12. Certify compliance with Commonwealth policy, agency practices and established internal controls.
13. Ability to anticipate and analyze difficult situations and take corrective action to prevent problems from occurring.
14. Ability to coordinate the efforts of others in accomplishing assigned work objectives.
15. Extensive experience with state, federal, local and private sector financial procedures.
16. Demonstrated technical, management and administrative skills related to organization and coordination of multiple interrelated work tasks, including direction of consultant services and project teams.
17. Excellent written and oral communication skills.
18. Ability to comprehend and communicate complex ideas and translate technical jargon.
19. Ability to exercise sound judgment, especially in financial procedure implementation.
20. Ability to delegate authority effectively and coordinate the efforts of others in accomplishing assigned work objectives.
21. Willingness to work irregular hours (i.e. occasional weekends, holidays, nights).
22. Willingness to travel for job related purposes.
23. Demonstrated ability to organize and supervise development planning and implementation processes.
24. Ability to establish and maintain harmonious working relationships with others.
25. Knowledge of the principles and practices of supervision and management, including; planning, organizing, directing, motivating, controlling, and decision making.
26. Experience with state and federal financial policies and procedures and Master’s degree in Business Administration, Management or Public Administration is strongly preferred.

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.

**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) six (6) 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 two (2) years must have been in a 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.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 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=200003ZN