

Fiscal Director - (240003NY)

Executive Office of Housing and Livable Communities (EOHLC) a Fiscal Director in the Office for Administration and Finance supporting the Division of Strategy & Climate!

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:

The Division of Strategy and Climate (DSC) provides funding and grant management oversight 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).

These programs mitigate the effects of poverty by providing programs that assist the Commonwealth's low income residents to achieve greater economic and social self-sufficiency, through our sub-grantee community action agencies (CAAs), and other housing and economic development non-profits. The major programs are:

- Weatherization Assistance for Low Income Persons (WAP)
- Low Income Home Energy Assistance Program (LIHEAP)
- Community Service Block Grant (CSBG)

The Fiscal Director coordinates the fiscal operations of the Division (i.e. budgeting, accounting, reporting, federal program compliance monitoring and technical assistance to the network noted above); coordinates the delivery of financial resources to sub-grantees and their audit firms in the preparation of their OMB A-133 Single Audits through follow-up of any findings cited; exercises sign-off authority, provides leadership to staff performing compliance monitoring activities of grantees/sub-grantees providing 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 financial reporting required by the federal funding agencies through their IT systems.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Leadership:

- Direct and oversee all Division-related Federal, and State accounts.
- Majority of funding is from federal DOE, HHS and HUD. Delegate Massachusetts Management Accounting and Reporting System Massachusetts Management Accounting and Reporting System (MMARS)-related tasks in accordance with DSC's Financial and Compliance Unit (FCU) staff structure.

2) Policies & Procedures:

- Communicate on a regular basis with the DSC Program Managers/staff; and EOHLC's Office for Administration and Finance (OAF) staff on all policies and procedures.

3) Budgeting , Spending Plans & Payroll:

- 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.
- Prepare spending plans, division payroll distribution reports reflective of the program staffing structure within each program unit and senior management, and all other MMARS-related issues.

- Work with EOHLA CFO and the EOHLA Internal Controls Officer in providing documentation such as the Division's Internal Control Guidance for its Federal programs and documentation requested by the audit firm conducting the annual A133 Audit.

3) Supervision:

- Supervise staff, prioritize and delegate staff assignments in accordance with duties defined in their job descriptions (Form 30s). Provide adequate training and technical assistance to staff and communicate priorities as needed.
- Provide direct staff with feedback and evaluation of job performance through the Employee Performance Review System (EPRS).

4) Training:

- Provide training and direction to staff on federal financial data management (external) systems.
- Clean Air Community Action Agencies' eGovt system on issues related to federal financial compliance, reporting and electronic payment requests.

5) Technology:

- Work with software developers and program managers on priorities for enhancements/upgrades (internal systems).
- IT data management - Provide direction and oversee internal and external IT grants management system(s) software utilized to manage the federal programs.

6) Risk Management:

- Oversee risk management and monitoring plans for the Division's 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.

PREFERRED QUALIFICATIONS:

1. The position requires strong quantitative and analytical skills as well as knowledge of federal and state contracting, financial management, and audit regulations.
2. Knowledge of the State Massachusetts Management Accounting Reporting System (MMARS) system, the Commonwealth Information Warehouse (CIW) system, and the Commonwealth's budget process.
3. Strong conceptual skills and experience in systems design.
4. Strong organizational skills, concise writing skills, and experience providing leadership and guidance to staff.
5. Ability to set priorities among competing demands.
6. Knowledge of the Community Development and Community Services environment, legislation, program regulations, federal financial management regulations cross-cutting all federal programs, i.e. OMB Uniform Guidance, and U.S. Treasury cash management regulations.
7. Ability to work harmoniously with diverse groups of people with a wide range of skills and abilities.
8. Strong computer skills, including at least intermediate proficiency using Microsoft Word, Excel, Access, and PowerPoint.
9. Fiscal experience in state, federal or local government is strongly preferred.

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.

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) five (5) 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 one (1) year must have been in a project management, 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.

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: Fiscal Officer VI

Functional Title: Fiscal Director

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

Job: Accounting and Finance

Agency: Exec Office of Housing and Livable Communities

Schedule: Full-time

Shift: Day

Job Posting: Mar 18, 2024, 11:22:16 AM

Number of Openings: 1

Salary: \$88,182.79 - \$126,700.32 Yearly

Bargaining Unit: M99-Managers (EXE)

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=240003NY>