

Budget and Financial Analyst - (240008MA)

Executive Office of Housing and Livable Communities (EOHLC) is seeking a Budget and Financial Analyst in the Office for Administration and 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:

Under the Supervision of the EOHLC Budget Director supports the preparation of current year spending plans and outyear budget requests for the Governor's Budget, House Budget and Senate Budget using supporting data from existing spending and proposed policy adjustments. Prepares fiscal analyses and presents in writing and orally analysis of critical management, legislative, and regulatory changes to shelter programs for Secretariat decision makers to communicate with external parties [i.e., Executive Office for Administration and Finance (EOAF) and legislative staff including Ways and Means Committees.]

Reviews and processes budget related documents submitted by division staff for allotments, transfers and expenditure corrections as necessary.

Collaborates with program staff to manage administrative resources – tracks, analyzes and reports program and administrative expenditures and savings. Analyzes effectiveness of existing services and programs by tracking and analyzing expenditures.

Prepares and submits regular reports to the Legislature and other stakeholders as needed on the status and performance of various programs, in compliance with budget requirements and reporting standards. Prepares and provides regular reporting to senior management and fiscal staff on spending and caseload trends. Produces other internal reports, including earmark coordination and Interdepartmental Service Agreement (ISA) for management, regularly and as needed. Effectively and consistently communicates issues on a timely basis to senior staff.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1. Budgeting:

- Supports the preparation of current year spending plans and outyear budget requests for the Governor's Budget, House Budget and Senate Budget for housing programs.
- 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.
- Presents back-up to forecasts clearly through graphs, charts, or tables and assumptions that are stated clearly and concisely.
- Within the budget process, provides back-up documentation and provides accurate and timely responses to all queries. Gathers and assembles financial data and prepares spreadsheets or charts for presentation, including monthly capital reports.
- Recommends modifications to budgets in order to keep agency spending within established guidelines.
- Meets regularly with Budget Director and HLC financial representatives to resolve spending variances.

2. Legislature/External Entities:

- Prepares and submits regular reports to the Legislature on the status and performance of HLC programs, in compliance with budget requirements and HLC reporting standards.
- Assists the Budget Director as a liaison with external entities, including the Executive Office for Administration and Finance and Senate Ways and Means Committees.

3. Reporting:

- Produces other internal reports, including earmark coordination and ISA oversight, on a regular basis and as needed.
- Reports spending actuals and projections on a monthly basis and more frequently (even daily) as needed to inform financial decisions.

4. Overhead Cost Plan:

- Prepares the Overhead Cost plan to move funds from federal accounts to our overhead account to support the agencies overhead costs.

5. MMARS:

- Monitors agency spending requests for overhead and approves Massachusetts Management Accounting and Reporting System (MMARS) documents for overhead and other administrative accounts.

6. Other:

- Enters Office for Administration and Finance (OAF) encumbrances.
- Confers with management staff and others in order to provide information concerning program implementation, evaluation and monitoring and to define the purpose and scope of proposed programs.
- Performs related duties such as attending meetings and conferences, maintaining records and preparing reports.

PREFERRED QUALIFICATIONS:

1. Excellent oral and written communication skills.
2. Strong interpersonal skills.
3. Technically savvy with the ability to learn new programs and systems quickly.
4. Great attention to detail.
5. Knowledge of MMARS and Commonwealth Information Warehouse.
6. Strong presentation skills, in-person and virtually, and the ability to prepare charts, software presentations, and other visual aids.
7. Knowledge of Division of Housing Stabilization (DHS) programs, policies, and systems.
8. At least intermediate proficiency utilizing Microsoft Word, Excel, PowerPoint, and Access.

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

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

Job: Administrative Services

Agency: Executive Office of Housing and Livable Communities

Schedule: Full-time

Shift: Day

Job Posting: Oct 8, 2024, 9:10:22 AM

Number of Openings: 1

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

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

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Potentially Eligible for a Hybrid Work Schedule: Yes

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=240008MA>