

Financial and Internal Controls Analyst - (1900073L)

Official Title: Internal Auditor III

Functional Title: Financial and Internal Controls Analyst

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: Sep 9, 2019, 9:05:02 AM

Number of Openings: 1

Salary: \$63,780.86 - \$92,381.90 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Department of Housing and Community Development (DHCD) Bureau of Rental Assistance (BRA) Fiscal Unit is charged with overseeing the processing of all fiscal transactions related to federal and state rental assistance housing programs. Currently, the federal program budget authority overseen by the BRA totals \$341 million, and the state program budget authority is \$99 million. Included in this are 21,137 federal vouchers and 12,115 state vouchers administered by programs in the BRA. Federal housing programs include Section 8 programs, such as Moving to Work (MTW), Family Unification Program (FUP), Veteran's Assistance Supported Housing (VASH), Housing Choice Voucher Program (HCV), Mainstream 5, Mod Rehab, Family Self-Sufficiency (FSS), and the Section 811 Project-Based Rental Assistance Demonstration Program (PRAD). State programs include Massachusetts Rental Voucher Program (MRVP), Alternative Housing Voucher Program (AHVP), Housing Consumer Education Center (HCEC) & Department of Mental Health (DMH) programs.

DHCD's Internal Controls Officer (ICO) is responsible for ensuring agency compliance with Federal and State regulations controlling the fiscal and programmatic administration of all programs. The Internal Controls Officer works with all divisions within DHCD. The ICO also works with external auditors to facilitate DHCD's compliance with documents requests and implementation of corrective action plans. The ICO coordinates with the Office of the Comptroller on the statewide single audit and financial reporting. The ICO assists program staff as needed with monitoring of sub-recipient agencies. The ICO is responsible for working with all divisions of DHCD to create risk assessment plans and developing risk assessment monitoring protocols.

This position supports both the Fiscal Director of the Section 8/Housing Choice Voucher program and the Internal Controls Officer. The position supports the Fiscal Director by preparing reconciliations of program accounts; maintaining books of account; producing regular programmatic and financial reports; and, providing technical assistance to housing agency staff. This position also serves as back-up for other fiscal position(s) within the unit. The position supports the ICO by providing support during Federal and State audits, facilitating responses to the auditors, assisting in the development of risk assessment plans, and performing internal audits. Externally, the position assists with fiscal reviews and audits of sub-recipients, reviews of correction action plans and follow-up and implementation of correction action plans.

Customer Service is an essential function of this role and all communications, oral and/or written are to be delivered in a professional and timely manner with a customer service focus according to all the established Department/Agency operating procedures. The Bureau of Rental Assistance Department is a small contained operation with success dependent on all staff within the unit assuming individual responsibility and working together as a team in the delivery of services.

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

1. Reviews and advises DHCD management on the Departments' Section 8 financial systems including budget preparation and analysis; reconciliation of funds.
2. Prepares financial analysis and projections from which management can design realistic plans and guidelines for the Section 8/Housing Choice Voucher program expenditures and initiatives. Assists in the preparation of the annual MTW plan.
3. Uses states' Massachusetts Management Accounting and Reporting System (MMARS) to complete cash reconciliations for the Bureau of Rental Assistance and generate reports for management and internal control review.
4. Serves as back-up to fiscal staff supporting federal Section 8 programs and state rental assistance programs.
5. Assists Internal Controls Officer in identifying, creating and/or pulling reports from the state MMARS system, including MMARS warehouse reports.
6. Performs fiscal monitoring site reviews of Administering Agencies and Local Housing Authorities (LHAs) ensuring federal and state programs are being administered in accordance with program regulations.
7. Works with Fiscal Director and Internal Controls Officer to ensure that the Bureau of Rental Assistance finance division is in compliance with U.S. Department of Housing and Urban Development (HUD) requirements and Office of Management and Budget (OMB) Uniform Grant Guidance (2 CFR 200) for the Moving to Work (MTW) and Section 8 programs.
8. Works with Fiscal Director and Internal Controls Officer to implement and communicate amendments to internal systems made in response to regulatory changes.
9. Works with Fiscal Director and Internal Controls Officer to implement system improvements as appropriate in areas of accounting, finance and sub-grantee/recipient reporting.
10. Works with Internal Controls Officer and program staff to conduct fiscal reviews of sub-grantee/sub-recipient agencies according to the requirements and standards of OMB Uniform Grant Guidance.
11. Works with Internal Controls Officer to review all audits submitted to the Department by sub-grantee/sub-recipient agencies and assists in resolving of any audit findings.
12. Works with Internal Controls Officer and all Department divisions to facilitate document production for the Statewide Single Audit.
13. Verifies sub-grantees/sub-recipients have resolved previously reported findings and/or have a sufficient corrective action plan in place to resolve prior findings.
14. Works with Internal Controls Officer to ensure DHCD compliance with state internal control plans and the requirements of Federal Programs.
15. Assists the Internal Controls Officer with various internal audits within the Department.
16. Works with fiscal and program staff to review, finalize and submit contracts for the Bureau of Rental Assistance.
17. Maintains files of executed contracts for BRA.
18. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. Knowledge of accounting theory, principles and practices.
2. Knowledge of auditing standards and principles.
3. Ability to prepare and/or analyze financial data and reports, perform financial reconciliations and maintain books of account.
4. Ability to gather information, draw conclusions, make appropriate recommendations regarding federal Section 8 and state rental assistance programs.
5. Ability to analyze regulation changes and its impact to reporting systems and make recommendations to management.
6. Knowledge of Federal Section 8 programs and reporting requirements.

7. Ability to interpret federal and state policies, statutes and regulations.
8. Strong attention to detail and analytical skills.
9. Must have customer-service orientation and have excellent organizational and interpersonal skills.
10. Ability to communicate clearly and effectively, both orally and in writing.
11. Must have good intuition and display sound judgment.
12. Ability to write concisely, to express thoughts clearly and develop ideas in logical sequence.
13. Ability to prepare reports in a clear and logical manner.
14. Ability to work collaboratively, independently and as part of a team.
15. Excellent time management skills, including the ability to prioritize work, adjust to changing priorities and meet required deadlines.
16. Individual must be able to exercise independent judgment in compliance of assigned tasks.
17. Discretion to recognize when consultation is needed to perform a task or project.
18. Knowledge of housing agency operations.
19. Bachelor's degree preferred and/or at least four years' experience in auditing or accounting/financial-related field.
20. Advanced Excel experience required. Intermediate proficiency using Microsoft Word, PowerPoint Access and Outlook. Adept at learning new applications quickly. Previous experience using computerized financial software.
21. Massachusetts Management Accounting and Reporting System (MMARS) - state accounting and budgetary accounting system and Commonwealth Information Warehouse (CIW) experience is preferred but not required.

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

First consideration will be given to those applicants that apply within the first 14 days (by 09/23/19).

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in accounting or auditing, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in accounting, business or public administration, business or public management, finance or economics may be substituted for a maximum of two years of the required experience.*

II. A Graduate degree with a major in accounting, business or public management, finance, or economics may be substituted for a maximum of three years of the required experience.*

Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

SPECIAL REQUIREMENTS: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License or equivalent may be required.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

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

HOW TO APPLY

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=1900073L>