



OFFICE OF THE STATE AUDITOR

ASSISTANT BUDGET DIRECTOR

Posting Number 2013-42

Salary Range (Grade 14) CSA770: \$54,097.00 - \$81,146.00 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

This function serves the SAO by maintaining the budget for the agency along with securing purchases, accounts receivable, and maintaining budget records for the agency. The incumbent will work to ensure that the agency remains within limits of projected expenditures and is in compliance with the numerous regulations (both federal and state) that are involved in budget preparation and maintenance. Lastly, the incumbent must direct, approve and monitor contractual and procurement activities, ensuring that SAO works within pre-described policy and procedure in these areas.

SUPERVISION RECEIVED:

Work under the direct supervision of the Deputy Auditor for Administration and Finance.

SUPERVISION EXERCISED:

Supervise, evaluate and manage staff assigned to the Budget Unit

DUTIES AND RESPONSIBILITIES:

- Assist in the preparation of the SAO annual by budget / spending plans, as well as departmental internal budgets to ensure that departments remain within limits of projected budget including analyzing variances and initiating corrective actions.
- Monitor and control all non-personnel expenditures using the Commonwealth Information Warehouse
- Project expenditures for a fiscal year to ensure that the agency remains within budget
- After thorough analysis of all available financial data, present current budget status and suggested adjustments to executive management
- Procure all equipment and supplies in accordance with the Commonwealth's Procurement regulations
- Serve as MMARS liaison with the State Comptroller's Office
- Serve as liaison with Department of Capital Asset Management (DCAM) in requesting / renewing all leasing for regional offices
- Serve as liaison with the Bureau of State Office Buildings (BSB) on repairs, maintenance and security on government center office
- Serve as a liaison with landlords on all OSA regional office s
- Direct and monitor contractual and procurement activities, suggesting more effective processes for agency and unit purchases where needed
- Work on internal audits by assessing and recommending accounting controls, reconciling discrepancies, preparing reports, and resolving procedural problems.



OFFICE OF THE STATE AUDITOR

ASSISTANT BUDGET DIRECTOR

- Recommend internal control improvements and or clear and effective fiscal procedures by researching and interpreting accounting policies and procedures
- Supervise and coordinate work of designated employees; manage various personal functions including but not limited to hiring, performance appraisals, promotions, transfers and proper coverage of financial activities.
- Prepares Financial Statements, Metrics Reports and establish and prepare monthly MMARS data entry schedules and Quality Control reports for sr. management review.
- Analyze project expenditure patterns in order to make recommendations or take appropriate action to control spending.
- Working with executive management, conduct comprehensive reviews of financial policies and procedures to:
 - Ensure their adherence to applicable laws, rules and regulations.
 - Ensure their use maximizes efficiencies and utilizes all available agency resources.
 - Ensures that unit employees are fully aware of, and are fully engaged in, their formation and ongoing improvement
- Recommend changes or improvements in agency accounting procedures or operations, including design and eminence of a financial reporting system
- Recommend financial decisions concerning the allocation and reallocation of SAO budget resources

MINIMUM QUALIFICATIONS:

- Knowledge of the State accounting procedures and MMARS, HRCMS, and Commonwealth Information Warehouse (or similar ODBC MS Access Database) system.
- Bachelor's degree, preferably in Accounting, Finance, Business Administration or related field.
- Knowledge and application of various management styles and techniques.
- Five to seven years of experience as a manager in a financial arena with experience in accounting, budgeting, financial reporting, auditing and management analysis, with two to four years supervisory/management experience.
- Advanced ability to reconcile financial statements and accounts.
- Ability to coordinate the efforts of others in accomplishing assigned work objectives.
- Demonstrated knowledge of the methods and techniques of financial analysis.
- Ability to train, monitor, and evaluate the performance of assigned staff.
- Strong organizational and time management skills.
- Understanding of MGL Chapter 11, special emphasis on section 6B and Chapter 29, Section 27C



OFFICE OF THE STATE AUDITOR

ASSISTANT BUDGET DIRECTOR

- Ability to understand, interpret, and apply state and federal laws / regulations.
- Knowledge of financial analysis techniques and statistics.
- Ability to make clear, concise, and analytical oral and written reports and presentations, and offer recommended strategies or solutions, as appropriate.
- Considerable experience with Microsoft Office applications.
- Ability to maintain harmonious working relationships.
- Ability to exercise discretion in handling confidential information.
- Willingness to travel to regional offices or statewide assignments as needed.

We require that all applicants have a valid Massachusetts driver's license and that they maintain a safe driving record.

Salary is commensurate with experience.

No Phone Calls Please: To apply, please submit an electronic copy of a cover letter and resume along with a copy of [OSA's Voluntary Self Identification Form](#), no later than December 21, 2013 to OSA.applications@sao.state.ma.us

The Office of the State Auditor is committed to providing equal employment opportunities. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of non-discrimination. Employment decisions and actions are made without regard to race, color, gender, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, disability, military status, genetic information, political affiliation, or veteran's status.