



# OFFICE OF THE STATE AUDITOR

## FINANCE / BUDGET ANALYST

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Posting Number 2014-7

**Salary Range (Grade 13) CSA315: \$55,000.00 to \$70,000.00/yr. (Commensurate with experience)**

### GENERAL STATEMENT OF DUTIES:

This function serves the OSA by examining accounting data; preparing financial statements and reports; maintaining accounting records; and perform related work as required. Additionally, the incumbent will assist the agency with securing purchases, accounts receivable, and maintaining budget records for the agency.

### SUPERVISION RECEIVED:

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

### SUPERVISION EXERCISED:

Functional Supervision of Staff in OSA Operations as assigned.

### 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.
- Reviews financial systems (i.e. MMARS) to check authorizations and transfers and/or adjust out-of-balance ledgers.
- Procure all equipment and supplies in accordance with the Commonwealth's Procurement regulations.
- Analyze spending patterns via warehouse reports in order to make recommendations on spending / procurement and make recommendations on actions to control spending.
- 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 and as liaison with landlords of all OSA regional offices.
- Recommend corrections to financial and operational procedures as needed.
- Direct and monitor contractual and procurement activities, interacting with suppliers and/or providers as needed in the course of procuring goods and services.
- At the direction of management, analyze project expenditure patterns in order to make recommendations or take appropriate action to control spending.



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### MINIMUM QUALIFICATIONS:

- Three to five years of experience in accounting, budgeting, financial reporting, auditing or management analysis. A bachelor's degree in accounting, business administration or business management may be substituted for a maximum of two years of the required experience.
- Ability to reconcile financial statements and accounts.
- Ability to understand, interpret, and apply state & federal Laws / regulations for financial operations and accounting systems.
- 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.

### Preferred 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 of the principles and practices of general accounting, including terminology.
- Knowledge of the methods and techniques of financial analysis; and
- Knowledge of the principles and practices of financial management.
- Ability to coordinate the efforts of others in accomplishing assigned work objectives.
- Knowledge and application of various management styles and techniques.
- Demonstrated knowledge of the methods and techniques of financial analysis.
- Understanding of the enabling legislation of the OSA in MGL Chapter 11, special emphasis on sections 6;
- Strong organizational and time management skills.

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.



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**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 March 5, 2014 to [OSA.applications@sao.state.ma.us](mailto:OSA.applications@sao.state.ma.us)

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