



Office of the State Auditor

OCCUPATIONAL SCHOOL FINANCIAL ANALYST (Boston)

Posting Number 2016-22

SALARY RANGE CSA948 (Grade 11): \$43,118.84 - \$64,978.80
(Commensurate with experience)

The Office of the State Auditor (OSA) offers a unique opportunity to work in a government environment that is high profile and has high expectations but is also committed to sustaining a healthy work/life balance.

GENERAL STATEMENT OF DUTIES:

Evaluate the solvency/financial viability of approximately 200 private occupational schools licensed to offer postsecondary, non-degree-granting training programs in Massachusetts by the Division of Professional Licensure; monitor each educational institution's compliance with state, federal, and accrediting agency reporting requirements; verify that each school maintains sufficient resources to satisfy its financial obligations to creditors and students; and annually determine the appropriate level of indemnification/ surety protection needed by each applicant to cover potential refunds to students in the event of bankruptcy, liquidation, or a breach of contract by the school.

SUPERVISION RECEIVED:

Work under the immediate supervision of the Director/ Administrator of Private Occupational School Audits and the general supervision of the Director of Audit Management.

SUPERVISION EXERCISED:

Supervise an administrative assistant and other personnel assigned to achieve objectives.

DUTIES AND RESPONSIBILITIES:

- Professionally represent the OSA through oral and written communications with occupational school owners, accountants, attorneys, state and federal regulators, and legislators.
- Prepare clear and concise summary reports for each educational institution highlighting the results of operations for the past fiscal year and the school's tuition income and enrollment projections for the upcoming year.
- Analyze income statements, balance sheets, cash flow statements, SEC filings, IRS tax returns, business plans, and other financial reports submitted on behalf of each applicant to establish the school's continued financial eligibility for licensure in Massachusetts.
- Verify that each applicant maintains sufficient resources for the proper operation of the school and the discharge of its obligations to students, employees, and creditors.
- Ensure that private occupational schools authorized to participate in federal student financial assistance programs are in compliance with reporting requirements and the U.S. Department of Education's Title IV Standards of Financial Responsibility.
- Determine the level of surety bond, letter of credit, or term deposit account needed by each school to cover potential refunds to Massachusetts students based on each school's maximum anticipated unearned tuition income.
- Maintain accurate and up-to-date statistical data pertaining to the Massachusetts private occupational school licensure program on the OSA Workstation.



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- Other such duties as may be assigned.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/ or demonstrate:

- A bachelor's degree or higher, preferably in Accounting, Finance, Business Administration, Public Administration, or a related field.
- 0 to 3 years administrative experience, including some component of data analysis.
- Strong analytical, written and oral communication skills, with attention to detail.
- Proficiency with Microsoft Office applications, specifically Word and Excel.
- Ability to efficiently manage workload, and to work effectively both independently and as a member of a team.
- Ability to exercise discretion in handling confidential information.

PREFERRED QUALIFICATIONS:

Demonstrated experience and expertise in the following areas will also be important considerations:

- Three to five years' professional experience in financial analysis or public administration.
- Knowledge or familiarity with the private occupational school industry, workforce training programs, and federal Title IV/ HEA student financial assistance programs.
- High potential for strong and immediate contributions.

Please submit your cover letter and resume electronically, no later than January 11, 2017 to OSA.applications@sao.state.ma.us. When you apply, we invite you to submit a copy of the [OSA's Voluntary Self Identification Form](#), with your resume.

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.