



# OFFICE OF THE STATE AUDITOR

## FISCAL AFFAIRS DIRECTOR

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**Posting Number 2019-12**

**SALARY RANGE (Grade 15) CSA259: \$68,984.24 – 100,000.00 (Commensurate with experience)**

### **GENERAL STATEMENT OF DUTIES:**

The Fiscal Affairs Director is responsible for performing and/or supervising a variety of organizational functions including, but not limited to; contract administration, procurement, budgeting, and accounting. The Fiscal Affairs Director is also responsible for ensuring that effective documented internal controls exist over all OSA administrative activities, annually updating the OSA office-wide internal control plan and monitoring compliance to established policies and procedures in their areas of responsibility.

### **SUPERVISION RECEIVED:**

Work under the direct supervision of the Deputy Auditor for Administration and Finance, and as directed, will report directly to the Auditor.

### **SUPERVISION EXERCISED:**

Functional supervision over OSA staff assigned with areas of responsibility.

### **DUTIES AND RESPONSIBILITIES:**

- Ensuring that effective policies and procedures exist relative to all related areas of responsibility that these policies and procedures are properly documented and that effective monitoring controls are established to monitor compliance.
- Annually updating and revising as necessary, the OSA internal control plan in accordance with the requirements established by the Office of the State Comptroller.
- In collaboration with supervisor and appropriate departmental staff, preparing the OSA annual budget, legislative budget request and spending plan(s), as well as internal departmental budgets. Ensuring that departments remain within the limits of established budgets by regularly analyzing variances and as necessary, initiating timely corrective measures.
- Ensuring sufficient transparency within the budgeting process by preparing periodic, at least quarterly or as directed by the Auditor, budget to actual reports and presenting this information to senior management with applicable recommendations on any changes in spending patterns.
- Performing and properly documenting all contract administration related activities including; determination of need, procurement, vendor monitoring and performance assessment and looking for opportunities negotiate and/or otherwise minimize costs without sacrificing quality.
- Ensuring that all accounting related functions (e.g., account payables) are conducted timely, in accordance with applicable requirements and are properly approved and documented.
- Collaborate with payroll unit employees to review that payroll activities are conducted timely, in accordance with applicable requirements, and are properly approved and documented.
- Serve as MMARS liaison with the State Comptroller's Office.
- Serve as liaison with Department of Capital Asset Management and Maintenance (DCAMM) 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.
- Other duties as assigned by the Auditor and/or Deputy Auditor for Administration and Finance.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree, preferably in Accounting, Finance, Business Administration or a related field.
- Seven to ten years of work experience, five of which must be at the managerial level, with some demonstrated experience in the following areas; contract administration, accounting, budgeting and payroll, preferably in state government. A Master's degree in accounting, business administration, management or public administration may be substituted for a maximum of three years of the required experience.
- Knowledge of applicable state & federal laws, regulations and other authoritative requirements relative to government financial and administrative operations.
- Ability to make clear, concise, and analytical oral and written reports and presentations, and offer recommended strategies or solutions, including developing and overseeing execution of written protocols and training for staff.
- Understanding of the importance of internal controls and experience in establishing controls over operations.
- Strong collaboration, interpersonal management, and relationship skills
- Ability to coordinate the efforts of others in accomplishing assigned work objectives
- Demonstrated leadership skills;
- Proficiency with Microsoft Office, specifically Word, Excel and Access;
- Excellent organizational, problem-solving and analytical skills;
- Ability to maintain harmonious working relationships.
- Ability to exercise discretion in handling confidential information.

**PREFERRED QUALIFICATIONS:**

- Knowledge of the state accounting procedures and MMARS, HRCMS, and Commonwealth Information Warehouse (or similar ODBC MS Access Database) system, and Massachusetts procurement guidelines.
- Knowledge of the principles and practices of general accounting/budgeting.
- Knowledge of the methods and techniques of financial/budgetary analysis.
- Knowledge of the principles and practices of financial management.
- Experience in developing internal controls.
- Ability to build effective relationships across a diverse population and at all levels of the organization, functioning as an employee advocate and management agent;
- Demonstrated experience with change management;



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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, no later than **March 13, 2019** via the MassCareers website: [Click Here](#)

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