



Office of the State Auditor

MANAGER, PRIVATE OCCUPATIONAL SCHOOL OVERSIGHT PROGRAM

Posting Number 2019-27

SALARY RANGE: (CSA960 - Grade 15) \$70,000.00 to \$90,000.00

GENERAL STATEMENT OF DUTIES:

Per Chapter 112, Section 263 of the Massachusetts General Laws, oversee a unit charged with evaluating the solvency/financial viability of private occupational schools licensed to offer postsecondary, non-degree-granting training programs in Massachusetts by the Division of Professional Licensure. In addition, assist audit operations unit as an Audit Manager of performance audits (as needed), as directed by the Deputy Auditor.

SUPERVISION RECEIVED:

Work under the general supervision of the Deputy Auditor for Audit Operations.

SUPERVISION EXERCISED:

Supervise Financial Analysts conducting financial reviews of private occupational schools.

DUTIES AND RESPONSIBILITIES:

- With appropriate input from stakeholders (e.g. OSA data analytics, legal, senior management, etc.) develop policies and procedures for conducting financial reviews of private occupational schools licensed in the Commonwealth. Work with outside stakeholders, including (but not limited to) Division of Professional Licensure, Attorney General's Office, etc. to ensure objectives of Chapter 112, Section 263 are being met.
- Ensure all occupational schools licensed by the Division of Professional Licensure are reviewed by the OSA at least once every three years.
- Oversee staff in their work analyzing 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.
- Participate in, and/or direct staff to, conduct on site reviews of occupational schools as needed.
- Approve or reject an occupational school's application to operate in the Commonwealth, informing the applicant in writing.
- Professionally represent the OSA through oral and written communications with occupational school owners, accountants, attorneys, state and federal regulators, and legislators.
- Collaborate with Deputy Auditor and unit staff to establish and facilitate the achievement of annual divisional goals that are in line with OSA's strategic plan. Develop quantifiable metrics to measure ongoing unit performance.
- Ensure confidentiality of records submitted by applicants.
- 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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- Communicate regularly with supervisor to ensure the timely and accurate flow of information.
- Participate in hiring divisional staff members.
- Assist audit operations unit as an Audit Manager of performance audits (if need arises), as directed by the Deputy Auditor.
- Perform other duties as assigned by the Deputy Auditor for Audit Operations.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/ or demonstrate:

- A bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field with minimum 7 years of experience, at least three of which must be in a supervisory role.
 - Applicable certifications (e.g., CPA, CIA, CGFM, CFE) may be substituted for one year of work experience.
- Experience in the management of teams, including assignment of work and supervision of staff to ensure timely and high quality work.
- Demonstrated experience with preparing and presenting information on educational programs, preferably to diverse types of audiences.
- Exceptional oral and written communication skills.
- Proficient with MS Office products (Excel, Word, PowerPoint).
- Consistent drive and ability to take ideas from vision to implementation.
- Team member with strong inter-personal skills, organized, able to work with a broad spectrum of colleagues and partners.
- Working understanding of the structure and functions of the Massachusetts State Legislature, Executive Branch agencies and Constitutional Offices.
- Knowledge or familiarity with the private occupational school industry, workforce training programs, and federal Title IV/ HEA student financial assistance programs.
- Ability to exercise discretion in handling confidential information.
- A thorough understanding of public administration and state government.
- Demonstrated leadership skills.
- Experience with developing recommendations that improve performance, provide cost savings, and increase accountability.
- Ability to evaluate work activities in order to determine progress and effectiveness and to make recommendations concerning changes as needed.

PREFERRED QUALIFICATIONS:

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



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- Experience in supervising, mentoring, motivating and evaluating staff.
- Experience conducting performance audits in accordance with Government Auditing Standards.
- Experience developing and/or documenting new policies and procedures.
- Demonstrated data analysis skills.
- Demonstrated superior time management skills.
- Experience in providing presentations to diverse groups.
- High potential for strong and immediate contributions.
- Demonstrated superior quantitative and qualitative analysis skills.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **June 21, 2019** via the MassCareers website: [Click Here](#)

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