



OFFICE OF THE STATE AUDITOR

OCCUPATIONAL SCHOOL FINANCIAL ANALYST BOSTON OFFICE

Posting Number 2019-48

SALARY RANGE (CSA948) Grade 11: \$47,117.12 - \$70,676.26/yr. (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

The Office of the State Auditor collaborates with the Massachusetts Division of Professional Licensure in the licensure of private, postsecondary occupational schools in Massachusetts, working to ensure that educational institutions licensed to offer non-degree-granting, career-oriented training programs in Massachusetts are financially sound, with resources sufficient to meet their financial obligations, provide quality educational programs, and ensure the completion of training for all enrolled participants.

As part of the OSA Private Occupational Schools Unit, each Analyst is required to review the financial statements, bank statements, enrollment contracts, tuition income and enrollment forecasts, and other supporting documentation submitted on behalf of each entity applying for licensure through the DPL; verify the applicant's compliance with applicable state, federal, and accrediting agency reporting requirements; annually calculate the level of indemnification/ surety protection needed by each school to cover potential refunds payable to students; and prepare written reports detailing the Analyst's findings and recommendations for consideration by the OSA Private Occupational Schools Unit.

SUPERVISION RECEIVED:

Work under the direct supervision of the Manager of the OSA Private Occupational Schools Unit and the general supervision of the Deputy Auditor of Audit Operations.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

- Professionally represent the OSA with private occupational school owners, directors, accountants, attorneys, and the Massachusetts Division of Professional Licensure.
- Analyze income statements, balance sheets, cash flow statements, tax returns, corrective action plans, and other financial reports submitted on behalf of each school to confirm the organization's continued financial eligibility for private occupational school licensure in Massachusetts.
- Verify that each applicant for occupational school licensure in MA currently maintains sufficient resources to ensure the proper operation of the school and the discharge of its obligations to students, employees, and creditors; reconcile each school's year-end bank statements to its financial statements.
- Ensure that private occupational schools authorized to participate in Title IV student financial assistance programs are in compliance with federal reporting requirements and the U.S. Department of Education's Title IV Standards of Financial Responsibility.
- Employ appropriate analytical skills to identify and document trends and patterns in school financial operations, investigate irregular activity, and meet regularly with the Manager to communicate questions, concerns and observations.
- Annually calculate the level of indemnification (surety bond, letter of credit, term deposit account) needed by each school to cover potential refunds payable to students based on the school's maximum projected unearned tuition income, (the funds paid to the school for which the student has yet to receive any education, goods, or services in return).
- Prepare clear, concise, and balanced internal written reports summarizing the results of each examination for review by the OSA Private Occupational Schools Unit as a whole.



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- Actively participate in OSA Private Occupational Schools Unit staff meetings,
- Maintain accurate and up-to-date data highlighting the status of each application in process on the Occupational School section of the OSA Workstation.
- 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/ Auditing, Business Administration, Educational Administration, Public Administration, or a related field.
- 0 to 3 years administrative experience, including some component of data analysis.
- Strong oral and written communication skills.
- Strong analytical, problem-solving, and organizational skills and ability to think critically and creatively.
- Ability to understand complex requirements and present data in an accurate, understandable and relevant manner.
- The ability and motivation to be a self-starter and follow through with assigned tasks within established timeframes.
- Strong collaboration, interpersonal management, and relationship skills.
- Proficiency with Microsoft Office applications.
- Understanding of the need 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.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **September 13, 2019** via the MassCareers website: [Click Here](#)

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.