

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY

Deputy Director, Administration and Finance

PRIMARY FUNCTIONS:

Provide direction and leadership for all administrative and financial operations. Responsible for: formulating campus budgets; assessing and collecting revenue to fund reserves and debt service; financial controls; accounting and reporting; insurance program; human resources; information technology; and issuance and servicing of Authority debt.

ORGANIZATIONAL SUMMARY:

Serves as chief advisor to Executive Director and Deputy Director for strategic as well as technical, financial, and administrative matters. Reports to the Executive Director; responsible for supervision of finance and administrative staff of six.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs and coordinates the development of multi-year revenue and financing plans for operating programs, new capital projects, and capital renewal planning. Maintains comprehensive internal controls environment.
- Oversees staff performance evaluations and hiring/separation, including any related coordination with counsel and/or MSCBA Board. Evaluates the administrative and finance services structure and team plan for continual improvement of efficiency and effectiveness.
- Responsible for MSCBA real estate transactions, including ground lease administration, property acquisition and disposition, and any related insurance and legal matters.
- Oversees development of Authority operating budget, campus budgets, and annual rent certificate. Oversees preparation of semi-annual campus assessment and allocation certificate as well as collection and proper disbursement of campus assessments.
- Manages issuance and servicing of revenue bonds including confirmation of project financial feasibility; preparation of project approval documents and official statement materials; and analysis of debt structure, market conditions, and interest rate environment. Ensures compliance with all applicable State and Federal laws regarding tax-exempt and governmental bond issues, and with all legal agreements related to each bond issue.
- Establishes and maintains fiscal controls, accounting systems, and payroll systems. Directs processing and recording of all revenue and disbursements, and monitors for appropriateness, conformity to sound financial practices, and compliance with budgets, trust agreements and regulations. Recommends policies and procedures relating to the financial and business practices of the organization
- Works with the Authority's general counsel, the Group Insurance Commission, the State Ethics Commission, and other Commonwealth entities to ensure that MSCBA employment practices comply with legal requirements and state guidelines as appropriate, including employment benefits, hiring/separation, FMLA guidelines, and State Ethics regulations.
- Works with the Governor's appointments office and Board of Higher Education to coordinate and document MSCBA Board appointments. Coordinates with Department of Higher Education and other government and legislative staff in tracking Board agenda requirements.
- Manages annual independent financial audit. Coordinates and manages responses to other external audits and to public information requests as appropriate.

- Directs and coordinates all financial reporting including State and Federal financial, bond issuance, and payroll reports, and documents required to comply with revenue bond continuing disclosure agreements.
- Serves as treasurer for Authority cash and investments. Recommends investment strategies and execute investment program for all funds.
- Oversees information technology systems and associated vendors that support office-wide technology planning and performance.
- Administers property, liability, and builder's risk insurance program.
- Provides administrative and technical supervision to staff personnel. Directs in-service training and development.
- Performs related duties as required.

SKILLS, KNOWLEDGE, QUALIFICATIONS, & EXPERIENCE:

Educational and experience requirements include:

- Bachelor's degree required. Advanced degree in business/public policy administration preferred.
- Experience in institutional setting desired: work for higher education, healthcare, public, government, or non-profit institutions preferred.
- Extensive experience in and knowledge of administrative and financial management (eight years), of which at least four years are in a supervisory capacity. Experience with governmental or tax-exempt bond issues highly desirable. Experience with capital budget development and execution.
- Knowledge and understanding of governmental accounting principles (GAAP) and all relevant Federal, State, and industry requirements regarding financial records.
- Demonstrated experience with employee engagement and personnel mediation.
- Knowledge of employee rights, benefits, and responsibilities; understanding of private information protection and confidentiality.
- Comprehensive skills in computer software, including experience with accounting software systems.
- Excellent communication, interpersonal, and organizational skills required.

October 24, 2019

**MSCBA IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER
AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, SEXUAL
ORIENTATION, GENDER IDENTITY, AGE, NATIONAL ORIGIN, VETERAN STATUS, DISABILITY, OR
MEMBERSHIP IN ANY CLASS PROTECTED BY APPLICABLE LAW**

This is a full-time position (37.5 hours per week). Salary commensurate with experience and qualifications. MSCBA employee benefits include health, dental, long-term disability, and life insurance, as well as paid sick leave and vacation time, discounted public transportation, and participation in the Massachusetts State Retirement system.

Please send cover letter and resume to: careers@mscba.org