# Commonwealth Corporation

**Finance Department**

2 Oliver Street, 5th Floor

Boston, MA 02109

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| Position Title: | Budget Analyst  |
| Reports To: | Chief Financial Officer  |
| Level: | Manager/Sr. Prof., Grade 4 |
| Shift: | Day |
| Salary Range: |  $75,000 - $85,000 |

# Position Description

**Who we are:**

Commonwealth Corporation is a quasi-public workforce development agency that strengthens the skills of Massachusetts youth and adults by investing in innovative partnerships with industry, education and workforce organizations. Our primary goals are:

* to build regional industry training partnerships that prepare youth and unemployed workers for jobs in demand that lead to higher rates of employment and;
* to upgrade the skills of underemployed workers to meet specific employer skill demands leading to job retention, upgrades and wage gains, and;
* to increase the share of youth engaged in education and employment pathways preparing them for post-secondary education and careers.

Commonwealth Corporation works with hundreds of Massachusetts companies, thousands of new and experienced workers, and thousands of youth and young adults each year. Among other activities, we:

* Administer the Workforce Training Fund, a trust that awards $20 million in grants to companies annually;
* Administer YouthWorks, Massachusetts’ subsidized youth employment program;
* Serves as the lead entity in a partnership that delivers education, career development, and employability services to youth who are in the custody of the Department of Youth Services, the Commonwealth’s juvenile justice agency;
* Implement, expand usage of Signal Success, our soft skills and employability curriculum;
* Operate Governor Charlie Baker’s Commission on Digital Innovation and Lifelong Learning, a new, effort to extend education and training to many more people in Massachusetts.

**Basic Functions**

Reporting to the Chief Financial Officer, the individual in this position is responsible for working with the Vice Presidents of the Youth Pathways and Sector Strategies divisions support the work of the program divisions as well as the finance department which includes fiscal operations and budget management. Develops analytical and descriptive budget reports for internal staff, funders, and other stakeholders.

**Illustrative Duties**

1. Manages the operational functions of the Youth Pathways and Sector Strategy Divisions including: preparing and administering each division’s annual budget; work with vice presidents to determine staffing allowances and time allocations consistent with available resources and as needed for division efforts; general management of planning and budgeting within the project teams.
2. Integrate Youth Pathways and Sector Strategies Divisions’ budgets to establish overall budget.
3. Review budget adjustments and personnel changes for accuracy and compliance with organization guidelines and/or policies; generate monthly and quarterly reporting, forecasting, and analysis; conduct quarterly budget meetings with division vice presidents and project leadership.
4. Assist CFO in ad-hoc analysis, report creation, presentations and data analytics to support the annual operating and capital budget processes, multi-year financial plan, and current year budget monitoring and forecasting.
5. Assist CFO in the design and implementation of dashboards and key performance indicators to share with the Board of Directors Finance Committee on a quarterly basis.
6. Monitor organizational spending to ensure that it is within budget.
7. Provide on-going fiscal and expenditure data to Youth Pathways and Sector Strategies Leadership Teams.
8. Suggest and create tools and templates to produce efficiencies with requests for analysis.
9. Maintain department procedures and policies; support the development of efficiencies in operations procedures.
10. Assist in streamlining the contract process on an as needed basis.
11. Other duties as required.

**Knowledge, Skills, and Abilities**

* General understanding of budgeting/accounting principles and practices applied to Generally Accepted Accounting Principles (GAAP), Generally Accepted Government Auditing Standards (GAGAS), and Generally Accepted Auditing Standards (GAAS);
* Extensive knowledge of project management, budget administration practices and strategies;
* Ability to develop and manage budgets;
* Ability to manage several key tasks at once;
* Experience in not-for-profit organizations and government contracts desired;
* Prior experience with accounting systems, budget systems, and business policies and procedures as they relate to budgeting, forecasting, and financial modeling;
* Project management skills with a proven ability to lead initiatives in a changing environment;
* Energetic self-starter who can work on multiple tasks, prioritize and meet pre-established deadlines;
* Excellent written and verbal communication skills;
* Proficiency with Microsoft Office including Advanced Excel skills especially use of pivot tables.

**Minimum Qualifications**

Bachelor's degree required; Master's degree Preferred

Minimum of five (5) years of appropriate financial experience is required.

**Benefits**

Commonwealth Corporation provides a highly competitive benefits package, including:

* Health (with HRA), Dental, and Vision Insurance,
* Health and Dependent Care FSA’s,
* Pre-tax Parking and Transit Benefits,
* Short-term, Long-term, AD&D and Life Insurance,
* Paid Holidays,
* Paid Vacation, Sick and Personal time,
* Paid Parental Leave,
* Company Sponsored Retirement Plan,
* Voluntary 457b and Roth 457b Retirement Plan Options.

**To Apply:**

Please email cover letter and resume to: HrApplicant@commcorp.org

Commonwealth Corporation is an Equal Opportunity Employer