

• BUDGET MANAGER •

Finance Department

Responsible for the management of billing and financial reporting to funding sources for all agency grants and contracts under management. Generate the Massachusetts Uniform Financial Report (UFR), the Schedule of Federal Awards (by CDFA number), and the Schedule of Direct and Indirect Costs by Category on an annual basis. Manage and assign all contracts numbers for use in the accounting system. Ensure compliance with federal regulations, including grant-specific requirements. Coordinate audits and monitoring visits with federal, state, and city agencies as appropriate. Assist program directors with the budget preparation process, and distribute monthly budget performance reports. Create and monitor annual agency-wide budget including central overhead and service budgets. Prepare contract billings, review contract billings prepared by program-specific fiscal personnel, and make all draw-downs through the federal payment management system. Make monthly cash flow projections and report on billed and unbilled status of all contracts on a monthly basis. Approve cash disbursement requests, payroll/personnel additions and other status changes, purchase requisitions, and all grant/contract proposals, agreements, and changes. Perform other related duties as required.

Minimum of a Bachelor's degree in Business with a concentration in Accounting, with five or more years of relevant experience required. Must have knowledge of state and federal contracting requirements. Superior accounting and computer skills required. Must be able to work independently with a high degree of accuracy and attention to detail. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

All applications and inquiries should be directed to the
Human Resources Department, 178 Tremont St. Boston, MA 02111,
Fax: (617) 423-7693, or email hr@bostonabcd.org

Please visit our website at **www.bostonabcd.org**
for additional employment listings.

*ABCD Inc. is an equal opportunity employer actively seeking
applications under its affirmative action program.*