



# NORTH SHORE WORKFORCE BOARD

70 Washington Street Suite 314  
Salem, MA 01970  
978.741.3805

**Job Title:** MassHire-North Shore Workforce Board (MHNSWB) Grants & Contracts Budget Analyst  
**Department:** Fiscal/Finance  
**Reports to:** MHNSWB Director of Finance and Grants (or the Assistant Director of Finance and Grants in the absence of the Director of Finance and Grants)  
**Salary:** Up to \$80,000 per year (based on experience); full City of Salem benefits including medical and dental coverage, pension/retirement plan, and paid vacation/personal/sick leave  
**Status:** Exempt management, full-time in MHNSWB's Salem office (37.5 hours per week)

**Department Summary:** The Finance/Fiscal Department is responsible for the development and oversight of the annual budget of the MassHire-North Shore Workforce Board (MHNSWB) and the financial reporting in accordance with generally accepted accounting principles (GAAP), along with local, state, and federal laws and requirements of granting agencies.

**Summary/Objective:** Due to growth and expansion within our fiscal team, the Grants and Contracts Budget Analyst will support the maintenance and oversight of program budget development and fiscal monitoring activities at both the state and local levels funded through multiple sources, including but not limited to federal, state, and local grants. This role is responsible for assisting with all administrative, fiscal reporting, oversight, and compliance activities and includes supporting the development of annual budget plans and amendments and expense monitoring.

**Job Functions Include (but are not limited to):**

**Grant Management Activities**

- Prepare monthly invoices for all grants and track the revenue sources;
- Assist with budget development and monitor spending;
- Assist with fiscal monitoring of subrecipients and contractors;
- Assist with managing and tracking contracts including amendments, renewals, and line-item edits/adjustments;
- Assist with adherence to policies and procedures relative to grant administration and compliance;
- Ensure compliance with laws, regulations, policies, and procedures governing state and federal administration;
- Assist program managers with budget reviews and projections.

**Accounting Activities**

- Compile financial information, organize budget requests, run financial reports, evaluate program budget needs, and prepare budget monitoring reports;
- Assist the Principal Fiscal Assistant and cross-train as a backup to all AP and payroll functions.

**Qualifications:**

- A bachelor's degree in accounting or a finance-related discipline;
- A minimum of three to five years of relevant experience in accounting, AR, AP, payroll, and budgeting;
- Knowledge of Munis is preferred but not required; proficiency with Microsoft Excel is required.

**Related Requirements:**

- Must possess strong communication and organizational skills with highly effective and professional written and verbal skills;

- Must be a self-starter with a strong work ethic and the ability to work both independently and within a team environment;
- Ability to effectively collaborate and motivate others;
- Ability to prioritize and meet deadlines;
- Ability to manage multiple tasks, define problems, collect data, establish facts, and draw valid conclusions;
- Ability to develop a working knowledge of state and federal rules and regulations relating to workforce development through experience and/or researching and learning as required;
- Ability to work a full-time schedule in MHNSWB's Salem office including some additional hours to meet deadlines as needed;
- *Commitment to the MassHire values of Collaboration, Respect, Reliability, and Ingenuity.*

**Work Environment and Physical Demands:** This job operates in an office environment, predominantly seated, operating standard office equipment such as computers, phones, copy machines, filing cabinets, and keyboards. The incumbent has direct and indirect contact with the public and other agency and city staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and at times without direct guidance from supervisor. While performing the duties of this job, the incumbent is continuously required to talk, hear, and use repetitive motions of the wrists, hands, and fingers. Specific vision abilities required by this job include close vision. The incumbent will frequently stand, carry, reach, grip, and grasp; occasionally stoop, kneel, and crouch. The work involves little to light physical effort; frequently exerts up to 10 pounds of force and occasionally exerts up to 20 pounds of force. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level can vary depending upon daily activity, yet it will remain within moderate noise level range. During (infrequent) key times of the year, employees may be required to work longer hours, evenings, and occasional weekends.

*The City of Salem is an Equal Opportunity/Affirmative Action Employer and does not discriminate based on race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status, or genetic information.*

**Qualified individuals are encouraged to send a resume and cover letter with the subject line “Application: Grants & Contracts Budget Analyst” to [jobs@masshire-northshorewb.com](mailto:jobs@masshire-northshorewb.com). Applications will be reviewed on a rolling basis and the position will remain open until filled.**

[2/21/25 post]