Accounting Coordinator - (200001V3)

Official Title: Accountant IV

Functional Title: Accounting Coordinator

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Accounting and Finance

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Feb 21, 2020, 10:58:47 AM

Number of Openings: 1

Salary: $58,390.54 - $83,591.56 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Accountant IV provides financial and accounting expertise for the Agency’s housing programs reviewing and implementing accounting procedures so that they are consistent with generally accepted accounting principles (GAAP), Agency rules and state and federal regulations; maintaining information tracking systems and financial records; preparing analysis and documentation related to the management of the capital and trust programs for development and modernization; examining financial reports and balance sheets for accuracy and completion, monitoring recall of unused funds; and providing technical assistance. The incumbent is responsible for analyzing controls, evaluating automated and manual systems, identifying issues and resolutions and other duties as assigned. The individual must be able to exercise independent judgement and decision-making in the completion of assigned tasks.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):
1. Review quarterly Modernization financial reports and reconcile with Agency records; work with fee accountants and Local Housing Authority (LHA) executive directors and financial managers to resolve differences. Oversee data entry, reconciliation and filing of financial statements.
2. Coordinate and review financial closings with DHCD staff in the Public Housing Division in order to facilitate a uniform and comprehensive approach to the management of publicly assisted housing across the state.
3. Recall unused funds from LHAs for deposit into the Commonwealth Treasury.
4. Review annual consolidated financial statement for compliance with Generally Accepted Accounting Principles (GAAP). Track project costs by spreadsheet and bond project costs as necessary.
5. Conduct on-site reviews of assigned programs and/or agencies when necessary. This task requires auditing skills, and independent judgement and decision-making in the field.
6. Recommend enhancements to finance and accounting application systems for improvement.
7. Provide technical assistance to housing authority financial operations through written and verbal communications and participation in workshops and meetings.
8. Prepare and/or review payment vouchers and Contract Input Form (CT) encumbrance documents as needed.
9. Other duties as assigned.
PREFERRED QUALIFICATIONS:
1. Knowledge of public sector auditing and accounting theory, practices and principles (generally accepted accounting principles).
2. Knowledge of financial systems (both manual and automated).
3. Ability to prepare and/or analyze financial reports/statements.
4. Ability to analyze information requirements and assist in designing and maintaining automated systems to meet those requirements.
5. Ability to gather information, draw conclusions and make appropriate recommendations regarding program finances.
6. Ability to organize and assign work, work independently and meet deadlines.
7. Ability to exercise sound independent judgment and maintain harmonious working relationships.
8. Ability to communicate clearly and effectively, both orally and in writing.
9. Skilled in using a variety of automated fiscal accounting and reporting systems.
11. Massachusetts Management Accounting and Reporting System (MMARS) - state accounting and budgetary accounting system and Commonwealth Information Warehouse (CIW) experience is preferred.

MISSION STATEMENT:
The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD’s mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS:
Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division’s Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division’s Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth’s website.

QUALIFICATIONS
First consideration will be given to those applicants that apply within the first 14 days (03/06/20).

Minimum Entrance Requirements: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in accounting or auditing, of which at least (B) two years must have been in a supervisory, administrative or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:
I. An Associate’s degree with a major in accounting, business administration or business management may be substituted for a maximum of one year of the required (A) experience.*

II. A Bachelor’s degree with a major in accounting, business administration or business management may be substituted for a maximum of two years of the required (A) experience.*
III. A Graduate degree with a major in accounting, business administration or business management may be substituted for a maximum of two years of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100

HOW TO APPLY
Apply online at https://massaf.taleo.net/careersection/ex/jobdetail.ftl?job=200001V3