

Accountant III - (220002R2)

Official Title: Accountant III

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: Mar 3, 2022, 9:02:38 AM

Number of Openings: 1

Salary: \$55,469.70 - \$79,070.16 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Department of Housing and Community Development (DHCD) is within 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.

The Accountant III reviews all accounting documents for proper backup documentation according to Agency, State and Federal regulations prior to entering the transactions into Massachusetts Management Accounting and Reporting System (MMARS). They are also responsible for training and educating new staff on proper accounting procedures and documentation in accordance with State Finance Law.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Reviews CT (Contract), PRC (commodity based purchase), GAE (general encumbrance document), GAX (general accounting expenditure), INP (incidental purchase), PC (commodity purchase order), PH (payroll hold) to ensure conformity to all Agency, Generally Accepted Accounting Principles (GAAP), State and Federal regulations. Review includes, but is not limited to, mathematical accuracy, authorized signatory approval and ensuring that all necessary supporting documentation is attached.
2. Enters payment and encumbrance documents in the state accounting system, MMARS. Re-reviews the data entry in MMARS to ensure the accuracy.
3. Submits contracts or encumbrances over DHCD's delegation authority to the Office of the Comptroller for approval and monitors the approval process in MMARS.
4. Monitors the document catalog daily to ensure timely delivery and approval of documents in MMARS and works with fiscal staff and the Comptroller's Office to resolve any discrepancies.
5. Reviews employee reimbursements for accuracy and proper documentation and submits to the Budget Department for data entry.
6. Sets-up new vendors (VCC) and vendor modifications (VCM) in MMARS.
7. Serves as a backup for the Bookkeeper by assigning the daily work from the DHCD accounting mailbox.
8. Processes revenue transactions (CR, ER) for checks deposited and makes deposits as needed.
9. Submits payment vouchers for approval to our executive office (Executive Office for Housing and Economic Development) per the rules regarding the Information Technology consolidation and tracks the status in MMARS.
10. Provides technical assistance and training to new agency staff in relation to proper accounting procedures and documentation as required by State and Federal laws and regulations.
11. Scans payment documents into OnBase.
12. Assists the Internal Controls Officer by providing documents in an Audit.
13. Performs other duties as assigned.

PREFERRED QUALIFICATIONS:

1. Attention to detail and excellent organizational skills.
2. Ability to work within close time constraints to meet deadlines with minimal supervision.
3. Ability to read and interpret financial reports.
4. Ability to gather data and prepare financial reports.
5. Ability to learn computer applications and use them effectively.
6. Ability to use MMARS, the state accounting and budgetary accounting system.
7. Ability to use Microsoft Word, Excel and Access.
8. Knowledge of state and federal appropriations.

9. Knowledge of State and Federal Finance Law and regulations.
10. Associates Degree with a major in Accounting.

COMMENTS:

Please upload resume and cover letter.

This position is currently a telework position. In Spring 2022, this position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

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.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) three years of full-time, or equivalent part-time, professional experience in accounting or auditing, of which at least (B) one year 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 the required experience.*

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

Executive Order #595: As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjie Lalli – 6175731254

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

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=220002R2>