

Accountant III - (210006SL)

Official Title: Accountant III

Functional 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: Aug 5, 2021, 10:47:23 AM

Number of Openings: 1

Salary: \$53,055.60 - \$75,629.06 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Accountant III supports the Finance Manager for the Bureau of Housing Management performing accounting tasks including, but not limited to: processing program contracts and tracking them through the state accounting system, Massachusetts Management Accounting and Reporting System (MMARS) and DHCD Housing Authority Financial Information System (HAFIS); processing documentation to properly establish vendors in MMARS and HAFIS; processing program disbursements, tracking payments through the disbursement process and resolving vendor problems; analyzing Division accounts to ensure allotment and contractual balances are adequate to accommodate anticipated spending; depositing checks from the Local Housing Authorities (LHAs), as collected into the appropriate accounts; maintaining accurate logs, spreadsheets and files; reconciling LHA financial statements; performing site reviews; preparing and compiling financial reports and other Division information to analyze spending trends and forecast funding needs for future fiscal periods; working collaboratively with Division managers and Staff, agency personnel, other state and local government officials and constituents.

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

1. Provides financial, administrative and programmatic support to the Agency's housing programs.
2. Performs on-site compliance reviews of assigned programs and/or local housing authorities in accordance with federal regulations, established agency practices and professional accounting standards.
3. Reviews and maintains financial records in accordance with federal regulations, established agency practices and professional accounting standards.
4. Assists Housing Management Specialists with the reviews of their LHAs' budgets.
5. Receives LHA budgets, after review by Housing Management Specialists.
6. Reviews LHA operating budgets for adherence to Department Guidelines.
7. Modifies budget line items according to the established criteria or revert budgets to respective Housing Management Specialists for revisions by LHA, if necessary.
8. Ensures budget accuracy before electronically forwarding budgets for approval to Bureau Director/ Finance Manager with any appropriate comments.
9. Maintains the Budget Approval Control Worksheet and the Executive Director Salary Changes and Projected Reserves Worksheet in Excel.

10. Prepares Operating/Capital Reserve Worksheet for Capital Improvement Projects to determine amount of reserve funds uncommitted/available for Modernization/New Construction projects. Ensures that all appropriate staff members are notified of the outcome.
11. Reviews quarterly operating statements and reconciles year-end statements to monitor spending and calculate a year-end operating subsidy settle up.
12. Prepares operating subsidy payment vouchers.
13. Monitors tenancy preservation program (TPP)'s funding awards and prepares subsidy payment vouchers of all participating non-profit organizations.
14. Monitors Mixed Population Coordinators' program funding awards and prepares subsidy payment vouchers of all participating Local Housing Authorities.
15. Reviews and analyzes financial reports/statements of assigned programs, agencies and/or accounts in order to determine fiscal health.
16. Reviews and reconciles books of accounts with supporting documentation in order to ensure accurate record keeping and compliance with cost principles and administrative procedures.
17. Implements and/or reviews accounting procedures, reports, etc. and recommends changes to improve the accuracy and timeliness of the flow of information in order to control agency expenditures and ensure consistency of accounting activities.
18. Gathers and assembles financial and related data in order to present such information for review and analysis. Makes recommendations of appropriate action based upon identified patterns in analyzed data.
19. Coordinates and reviews assignments and work products with DHCD staff in other public housing bureaus in order to facilitate a uniform and comprehensive approach to the management of publicly assisted housing programs across the state.
20. Updates and publishes LHAs' unit census information on an annual basis or when necessary.

PREFERRED QUALIFICATIONS:

1. At least intermediate proficiency using Microsoft Excel, Access, Word, PowerPoint and Outlook.
2. Excellent computer skills, including ability to prepare spreadsheets and reports.
3. Understanding of the principles of financial accounting and auditing.
4. Knowledge of the state accounting system. Previous experience using MMARS.
5. Knowledge of state procurement rules, including the use of statewide and departmental contracts.
6. Knowledge of the state operating, bond funded, federal and Get the Lead Out programs.
7. Ability to prepare technical and programmatic presentations for professional conferences and training seminars.
8. Ability to read and interpret documents such as contracts, leases, grant proposals, etc.
9. Ability to work both independently and within a team.
10. Attention to detail and excellent time management skills, including the ability to prioritize work and adjust to changing priorities.
11. Experience in and understanding of housing and/or community development.
12. Knowledge of the various agencies within the Commonwealth's housing development preservation delivery system.
13. Knowledge of State and Federal Finance Law and regulations.
14. Occasional travel throughout the Commonwealth may be required. Employees must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

MISSION STATEMENT:

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.

COMMENTS:

Please upload resume and cover letter.

This position is currently a telework position. The successful candidate will work remotely but must be flexible and able to perform duties in a shared office workspace as required.

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.

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.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie 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=210006SL>