

Senior Accountant - (22000BW7)

Official Title: Accountant IV

Functional Title: Senior Accountant

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: Oct 11, 2022, 1:56:44 PM

Number of Openings: 1

Salary: \$62,268.18 - \$89,143.08 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Hybrid Work Eligible: Yes

AGENCY MISSION:

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.

OVERVIEW OF ROLE:

The Senior Accountant performs several professional and financial tasks in support of the Finance Manager and the Deputy Director of Housing Development. These tasks include, but are not limited to: processing program contracts and tracking through the state accounting system and DHCD Housing Development Management Information System (HDMIS); processing documentation to properly establish vendors in the state accounting system and HDMIS; 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 fees, as collected into the appropriate accounts; maintaining accurate logs, spreadsheets and files; preparing and compiling financial reports and other Division information to analyze spending trends and forecast funding needs for future fiscal periods; maintain and enhance working relationships with Division managers and Staff, agency personnel, other state and local government officials and constituents.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1. Prepare & Review:

- As needed, prepare, and assist in entering Massachusetts Management Accounting and Reporting System (MMARS) documents for vendor invoices in a timely and accurate manner for approval in the State Accounting System (MMARS) and entry into the DHCD Housing Development Management Information System (HDMIS).
- Review prepared financial reports (encumbrance and expenditure) to analyze spending trends and forecast funding needs for legal, architect, monitor and other administrative expenses.
- Review expenditure ceilings in MMARS utilizing the Executive Office for Administration and Finance (EOAF) allotment schedule to identify when ad hoc allotment requests are necessary to process payments in a timely fashion. Communicate ad hoc allotment requests to Finance Manager within one month of when the expenditure ceiling needs to be raised which will allow the request to be reviewed internally and submitted to EOAF for approval.
- Prepare monthly revenue reports for all accounts in the division [Retained Revenue, HOME, Non-Federal Investment Trust Fund (NFIT) and 40B Trust].

- Act as the W9/EFT Commonwealth Department Reviewer via the DocuSign system on the Comptroller's Intranet site to review and approve new vendor code creations (VCC) or vendor code modifications (VCM) as well as electronic funds transfer (EFT) requests and updates.
- Confirm and update program and fiscal staff (initiators) that VCC/VCM or EFTs are set-up and ready to receive payments in the State Accounting System (MMARS).

2. Supervise:

- Supervise accounting staff including planning and assigning work and completing performance evaluations.
- Work with staff to ensure bills are up-to-date and provide fiscal manager with monthly or quarterly status updates.

3. Audits:

- Perform revenue audit to ensure that deposits are logged-in correctly and that the proper cash sheets are prepared accurately for their corresponding account; assuring that deposit sheets were date stamped.
- Assist in completing annual audit reports for HIF, CBH, FCF, and Housing Preservation and Stabilization Trust Fund (HPSTF).
- Work with program managers to maintain a log for audit and insurance documents. Communicate with vendors when necessary.
- Review and audit Spending Tracker to help monitor and track payments through disbursement of funds, making sure to update final release date and submit federal payment draw email request to accounting.
- Work with program managers to maintain a log for audit and insurance documents. Communicate with vendors when necessary.

4. Contracts:

- As the liaison between the division's program staff and the fiscal team help in the preparation and completion of the contracting process by initially providing program staff with available CT Doc number, confirming vendor's legal name, address and contact information using the 1099 Reporting Information page (1099i) in MMARS, Vendor Code Address ID and appropriate Board Award/Request for Response (RFR) ID name.
- Ensure that contracts are complete and contain all proper back-up documentation (terms and conditions, budget, scope of services, contractor authorized signatory listing, Master Service Agreement or Departmental Contract) before submitting to Finance Manager for final review.
- As needed, assist with the preparation of MMARS documents to encumber contracts in the State Accounting System (MMARS) in a timely and accurate manner.
- Maintain contract document log to track and monitor all contracts through completion and notify program staff via email or DHCD HDMIS when a contract goes to final in MMARS.
- Using the contract document log, coordinate and prepare extension of contracts at fiscal year-end. Track documents to ensure a timely return for registration in MMARS by fiscal year-end deadlines.
- Ensure sufficient funding is available to encumber before contracts are submitted to accounting (including Contract Input Form (CTs) pending to be encumbered).

5. Reports:

- In collaboration with the Finance Manager, maintain an array of different reports, including, Encumbrance Reports, Payroll Certification, Federal Admin Draw Reports, NFIT/Retain Revenue/Capital Program Spending Reports and others as needed.
- Ensure that year-to-date monthly expenditures for all accounts are reported and projections are updated by the 15th of the month. Utilize MMARS reports to confirm funding availability and tracking of monthly expenditures. Notify Finance Manager of any concerns, problems, issues that cannot be resolve within a reasonable period (24 hours) and/or any difficult issues arising from difficult communications with a vendor and need additional assistance.

PREFERRED QUALIFICATIONS:

1. Excellent computer skills, including ability to prepare spreadsheets.
2. Understanding of the principles of financial accounting.
3. MMARS experience is preferred but not required. Knowledge of the factors, trends, and problems in the development of affordable housing.
4. Knowledge of the state bond funded HIF/FCF/CBH and Get the Lead Out programs.
5. Ability to understand, explain, and prepare technical and programmatic presentations for professional conferences and training seminars.
6. Knowledge of the various agencies within the Commonwealth's housing development preservation delivery system.

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

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) 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.

Comprehensive Benefits:

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

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.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

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.

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=22000BW7>