

Accounting Supervisor - (220008PY)

The Accounting Supervisor provides financial accounting and reporting expertise for the Agency's housing programs which include reviewing financial statements, accounting systems and controls for consistency with generally accepted accounting principles, agency reporting guidelines, state and federal regulations; maintaining information tracking systems and financial records; preparing analysis and documentation related to the management of the capital, federal and trust programs for the development and modernization programs; examining financial statements for accuracy and completion; and managing financial closeout of capital programs into the consolidated books of accounts and recall unused funds.

The incumbent is responsible for providing technical assistance including, evaluating and implementing web-based accounting and finance systems as well as reviewing the preparation of finance documents. The individual must be able to exercise independent judgement and decision-making in the completion of assigned tasks. The Accounting Supervisor will supervise accounts payable staff.

AGENCY MISSION:

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.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

RECONCILIATION

- Review quarterly modernization/development financial reports from some 230 Local Housing Authorities (LHAs); manage the reconciliation of LHA financials and work with LHA fee accountants and executive directors and finance directors to resolve discrepancies; oversee report submission/data entry, reconciliation and filing of financial statements for retrieval upon request or audit inquiry.
- Manage the financial closeout of modernization and development projects in coordination with DHCD staff in the Public Housing Division and other external partners in order to facilitate a uniform and comprehensive approach to the management of publicly assisted housing across the state.
- Recall unused funds from LHAs for deposit into the Commonwealth Treasury. Work with LHAs and OAF staff to ensure returned funds are appropriately documented and are final in Massachusetts Management Accounting and Reporting System (MMARS).
- Prepare documents for expenditure reclassifications for capital accounts and follow up with other departments and ensure entries are final in MMARS.
- Review annual consolidated financial statement for compliance with Generally Accepted Accounting Principles (GAAP). Track and document project final costs and bondable project costs as necessary to facilitate financial closeouts.

SUPERVISION

- Supervise accounts payable staff including planning and assigning work and completing performance evaluations.

ON-SITE REVIEWS

- Conduct on-site reviews of assigned programs and/or agencies when necessary.

APPLICATION/SYSTEM ENHANCEMENTS

- Participate in projects to enhance finance and accounting application systems for the bureau. Make improvements to applications and systems, including internal controls.

TECHNICAL ASSISTANCE

- Provide technical assistance to housing authority financial operations through written and verbal communications and participation in workshops and meetings.

OTHER

- Review or prepare commodity-based purchase (PRC) documents and Contract Input Forms (CT) encumbrance documents.

PREFERRED QUALIFICATIONS:

1. Knowledge of public sector auditing and accounting theory, practices and principles (generally accepted accounting principles) is preferred but not required.
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.
10. Advanced Excel and Access experience required. At least intermediate proficiency using Microsoft Word, PowerPoint, and Outlook. Adept at learning new applications quickly.
11. Massachusetts Management Accounting and Reporting System (MMARS) - state accounting and budgetary accounting system and Commonwealth Information Warehouse (CIW) experience is preferred but not required.

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) five years of full-time, or equivalent part-time, professional experience in accounting or auditing, or with at least (B) three years must have been in a supervisory, administrative or managerial capacity or (C) any equivalent combination of the required experience and 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.

Official Title: Accountant V

Functional Title: Accounting Supervisor

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 10, 2022, 4:40:41 PM

Number of Openings: 1

Salary: \$68,016.52 - \$98,517.12 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

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>

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.

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.

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

HOW TO APPLY:

Apply online at : <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=220008PY>