

America Rescue Plan Act (ARPA) Accountant (Temp 2 Year with Benefits) - (2200099L)

**DHCD is seeking an American Rescue Plan Act (ARPA) Accountant in the Accounting Unit!
This is a 2- year temporary position with benefits.**

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.

The American Rescue Plan Act (ARPA) Accountant provides financial, administrative and programmatic support to the Agency's housing programs pertaining to ARPA. The incumbent prepares and processes payments and other financial transactions for the capital and other housing programs, produces financial reports and provides technical assistance to local housing authorities and agency staff, and resolves payment problems. Processes ARPA contracts and encumbrance documents to ensure fund availability for payment processing. Performs other related work as needed.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1. Payments:

- Reviews requests for payments from the America Rescue Plan Act (ARPA) housing funds to determine the appropriateness of payment request and the availability of funds in appropriation accounts, program balances, spending limit as well as the use of appropriate program code.
- Generates payment documents within 2-5 business days of payment approval from the Financial Information System for Housing (FISH) and CAPHub application so that payments are processed for submission to the Accounting Unit within one week of the payment approval date.
- Maintains accurate payment number log, monitors the payment approval status report to ensure that all payments received are thoroughly and timely processed.

2. Contracts:

- Prepares ARPA contracts for signature using DocuSign and processes encumbrance documents and amendments to ensure funding availability for payment to Local Housing Authorities (LHAs).
- Reviews contracts and other documentation to ensure compliance with applicable regulations and reporting requirements of the Agency, State, Federal and Generally Accepted Accounting Principles (GAAP).
- Coordinates and prepares extension of contracts at fiscal year-end. Tracks documents to ensure a timely return for registration in the Massachusetts Management and Accounting Reporting System (MMARS) by fiscal year-end deadlines.

3. Review:

- Monitors MMARS document catalog daily to ensure timely approval of encumbrance documents and follows up processed MMARS payments to ensure final status.
- Maintains accurate ARPA Contract and payment documentation files to ensure timely retrieval of information to satisfy audit and other inquiries.
- Conducts on-site review of assigned programs and/or agencies when necessary.
- Follows up with oral and written communication with program managers, Finance staff, LHAs, Fee Accountants and others to ensure completeness and resolve any ARPA contract, encumbrance and/or payment issues.

4. Software/Applications:

- Maintains proficiency in MMARS, FISH, CAPHub, MS Office applications and other software applications by keeping up-to-date on enhancements.

PREFERRED QUALIFICATIONS:

- 1) At least intermediate proficiency using Word and Excel.
- 2) Excellent time management skills with the ability to prioritize work.
- 3) Ability to work in a fast-paced environment.
- 4) Good written and oral communication skills.
- 5) Attention to detail and exceptional organizational skills.
- 6) Ability to work independently.

COMMENTS:

This is a 2-year temporary position with benefits. The end date may be extended based on availability of funding.

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) 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.

Official Title: Accountant III

Functional Title: ARPA 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: Aug 9, 2022, 9:41:20 AM

Number of Openings: 1

Salary: \$56,579.12 - \$80,651.48 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!](#)

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=2200099L>