



WILLIAM McNAMARA
COMPTROLLER

Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

ONE ASHBURTON PLACE, 9TH FLOOR
BOSTON, MASSACHUSETTS 02108
(617) 727-5000
MACOMPTROLLER.ORG



OFFICE of the COMPTROLLER (CTR)

Statewide General Accounting Accountant V

FY 2022-010

About the Office of the Comptroller

The Office of the Comptroller of the Commonwealth of Massachusetts is an independent and apolitical overseer of governmental and other funding sources, totaling more than \$76 billion in Fiscal Year 2021. In addition, the Office of the Comptroller oversees the Commonwealth's expenditure, payroll management, and major audit functions.

As stewards of the public trust, we aspire to inspire confidence by maintaining our core principles: clarity, integrity, and accountability.

The powers and obligations of the Office of the Comptroller are generally dictated by M.G.L. c. 7A.

Position Summary

CTR is seeking qualified candidates for consideration to fill one, full-time (37.5 hours/week) Accountant V position in the General Ledger Unit of the Statewide General Accounting Team. Under the supervision of the General Ledger Unit Manager and the Chief Accounting Officer, the selected individual will perform various accounting activities.

Specific Duties

The specific duties of this position include but are not limited to the following:

- Responsible for approving departmental Payroll Refund Receipt Vouchers (PRRV); review and verify accuracy of PRRV's in coordination with departments and the CTR Payroll Team.
- Reconcile Cash with the Fiscal Agents to the statewide accounting system (MMARS) on a monthly basis; resolve reconciling items; prepare associated journal entries.
- Monitor revenue sweep accounts on a monthly basis to ensure that departments are clearing balances on a regular basis.
- Perform month-end, quarter-end, and year-end reconciliations of assigned General Ledger balance sheet accounts; resolve reconciling items; prepare associated journal entries.
- Verify that departmental revenue, expenditures, and liabilities are properly recorded on the General Ledger for financial reporting purposes.
- Perform reconciliation of General Ledger reports utilizing established procedures.

Accountant V
FY22-10 Posting
April 26, 2022

- As directed, analyze accounting activity that is causing reconciliation issues between budget accounts and the General Ledger.
- Prepare standard journal voucher entries as needed.
- Process Cash Deposits at year-end to ensure accurate recording into the proper Fiscal Year
- Provide technical support for fiscal year closing (June 30) and opening (July 1), and during accounts payable period (July and August)
- Assist with the year-end closing and opening balances on the General Ledger
- Develop queries against a warehouse solution such as the Commonwealth Information Warehouse (CIW).
- Develop and maintain databases.
- Support statewide reporting requirements.
- Interact cooperatively and professionally with colleagues at the Comptroller's Office and other state departments and agencies.
- Actively assist Unit and Bureau Leadership with cross training, knowledge transfer, disaster recovery, risk assessment and internal control review.
- Assist in annual updates of bureau procedures.
- Ability to work independently to accomplish tasks.
- Ability to work with other team members in a dynamic work environment.
- Ability to work with multiple and changing priorities.
- Excellent communication skills – both verbal and written.
- Ability to understand and apply pertinent state/federal laws, rules and regulations.
- Ability to be flexible and adapt to process change
- Highly proficient with Microsoft Word, Access, and other query tools including SQL.
- All employees of CTR may be asked to engage in other administrative or fiscal process assignments on an as needed basis.

Minimum Entrance Requirements:

Applicants must have at least (A) five years of full-time, or equivalent part-time experience in accounting or auditing, of which (B) at least three 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 or higher 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 or diploma will be prorated on the basis of the proportion of the requirements actually completed.

Preferred Qualifications:

- Bachelor's degree or higher in business management or business administration with a concentration in accounting.
- Professional certification: Certified Government Financial Manager (CGFM) or Certified Public Accountant (CPA).
- Advanced Microsoft Excel user: demonstrated ability to create spreadsheets that incorporate advanced Excel features and formulas
- Working knowledge of the Massachusetts Management Accounting and Reporting System (MMARS) or experience with other complex, enterprise ERP system.
- Working knowledge of the Commonwealth Information Warehouse (CIW) or other warehouse solution.

Bargaining Unit / Salary Range

NAGE UNIT 6 / Grade 14: \$66,682.98 - \$96,585.32

As per the Unit 6 Collective Bargaining Agreement between the Commonwealth of Massachusetts and the National Association of Government Employees. The range is based upon a series of steps. Any potential offer is determined based upon an analysis of the minimum entrance requirements, the candidate's relevant work experience and educational achievement level.

Benefits Package:

CTR is pleased to offer a comprehensive benefits package to its employees. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process.

The overall benefits available include paid vacation, sick and personal leave time, health, dental and vision insurance through the Commonwealth's Group Insurance, and optional pre-tax Health Savings Account plans. Details of the various plans and the cost split between employer and employee may be reviewed by looking at the Group Insurance website, <https://www.mass.gov/orgs/group-insurance-commission> and/or as part of the interview process.

CTR employees also participate in the Commonwealth's State Retirement Plan, which may become a Defined Benefit Plan for those that both vest and subsequently retire from State service. Follow this link for additional retirement information: <http://www.mass.gov/treasury/retirement/state-board-of-retire/>

In addition, CTR provides employees the opportunity to elect life insurance, long term disability insurance, deferred compensation savings, tuition remission, pre-tax commuter account plans, along with other programs.

CTR Hybrid-Work Model

CTR began operating its hybrid work model on November 1, 2021. Under this policy, employees are currently required to work a minimum of four business days per month (two set by management and two set by the employee) on-site at CTR's Boston office and may work remotely the remainder of the time at a location approved by their supervisor, so long as they comply with the requirements of the telework policy. Under this policy, all employees must be able to report to the Boston office with little

or no notice, even including the same workday should an exigent circumstance arise. Therefore, a reasonable proximity to the office is necessary. CTR does not reimburse for employees to travel to the office.

In addition, the successful candidate may be required to work primarily on site in Boston during the initial training and orientation period and/or for certain positions a primarily on-site role may be necessary.

COVID-19 Vaccination Requirement

The successful applicant will be required to have received the full required regimen of vaccine doses of a COVID-19 vaccine (two doses of the Pfizer/Moderna vaccine or one dose of the Johnson & Johnson vaccine) prior to their start date, and may be required to demonstrate that they continue to maintain COVID-19 vaccination boosters in accordance with updated public health recommendations or policies that may be adopted by the Office of the Comptroller (e.g., staff shall obtain all recommended boosters.)

Applicants who request to be exempt from the requirement for COVID-19 vaccination due to a documented medical condition that makes vaccination medically contraindicated or based on a sincerely held religious beliefs must obtain approval for such an exemption from the Office of the Comptroller before their start date.

Details relating to how to comply with this requirement which includes weekly testing may be discussed with CTR's Chief Human Resources Officer during the selection process.

Commitment to Diversity:

CTR is committed to building a diverse staff at all levels across its entire agency.

CTR IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Application Process:

The Office of the Comptroller encourages interested candidates that meet the minimum entrance requirements and qualifications to apply for this position.

Interested candidates must submit their materials electronically, by **E-mail** no later than 5:00 pm, on **May 13, 2022**.

Submissions should include the following:

- a cover letter; and
- resume.

Candidates chosen to advance to a second-round interview will also be required to submit:

Accountant V
FY22-10 Posting
April 26, 2022

- three business writing samples; and
- three professional references.

Please include position title and posting number in the subject line of your submission. Your application package should be submitted to:

CTR-HR@mass.gov

Late submissions may be considered solely at the discretion of CTR.

Further Information:

Please visit <https://www.macomptroller.org> for more information about the Office of the Comptroller.