



# Commonwealth of Massachusetts

## OFFICE OF THE COMPTROLLER

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COMPTROLLER

### OFFICE of the COMPTROLLER

#### Statewide General Accounting

#### Accountant V

#### JOB POSTING FY 23 – 015

#### About the Office of the Comptroller

The Office of the Comptroller of the Commonwealth of Massachusetts (CTR) is an independent and apolitical agency charged with overseeing the Commonwealth's financial systems, preparing the annual financial reporting, and managing the external single audit process. In fiscal year 2021 CTR oversaw approximately \$95 billion in spending. In addition, CTR oversees the Commonwealth's General Ledger, payroll and vendor management, trains state employees on risk mitigation and operates the Commonwealth's financial system.

As stewards of the public trust, CTR aspires 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 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/Assistant Comptroller, the selected individual will perform various accounting activities.

As a member of a professional team, this position will interact with individuals at state departments and within CTR to maintain compliance with legislation and prescribed accounting policies and procedures. This position performs monthly reconciliations of various ledger accounts and assists with team projects. In addition, there are critical fiscal year-end closing activities that this position will be responsible for. These year-end activities include validating the Statutory Accounts Receivable balances for all Departments, Chapter 62F certification, cash cut off entries, and other entries to ensure that the account balances are accurate.

**Specific Duties Include:**

- Reconcile Department of Revenue taxes to Massachusetts Management & Accounting System (MMARS) on a monthly basis
- Provide monthly revenue balances for Cash Flow reporting
- Perform month-end, quarter-end, and year-end reconciliations of assigned general ledger balance sheet accounts; resolve reconciling items; prepare associated journal entries as needed
- Lead the Statutory Accounts Receivable balance validation and entry at year-end (August & September)
- Prepare annual Chapter 62F Certification Letter
- Validate Cash Deposit entries at year-end to ensure accurate recording into the proper Fiscal Year
- 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)
- Support statewide reporting requirements
- Perform system tests to determine impacts resulting from accounting system upgrades and enhancements or department subordinate systems interfacing with State Accounting System
- Provide data to the Commonwealth's auditors on the statewide single audit and /or any targeted audits
- 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
- All employees of CTR may be asked to engage in other administrative or fiscal process assignments on an as needed basis

**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)
- Strong knowledge and experience utilizing MMARS, the Commonwealth Information Warehouse (CIW), and Microsoft Office (intermediate to advanced Access and Excel is required)

- Ability to understand and apply pertinent state/federal laws, rules and regulations
- High level of confidence and ability to communicate clearly and effectively in oral and written form to internal and external partners
- Strong interpersonal skills and the ability to work professionally with persons at all levels in a dynamic work environment
- Ability to independently manage and execute multiple tasks and responsibilities with multiple and changing priorities
- Strong problem solving and conflict resolution skills and the ability to identify the need for corrective action

**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.

**Salary Range:** \$68,016.52 - \$98,517.12

Salary range is per the Unit 6 Collective Bargaining Agreement between the Commonwealth of Massachusetts and the National Association of Government Employees. This position is an Accountant V Grade 14. Salary is determined in accordance with the collective bargaining agreement and Commonwealth hiring guidelines.

**Benefits Package:**

CTR is pleased to offer a comprehensive benefits package for its employees and managers. 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. This position may be eligible for the federal Public Service Loan Forgiveness (PSLF) program administered by the Federal Government.

### **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.

### **Hours**

Hours of work are Monday through Friday, except for holidays, on a full-time basis, with a compensated workday of 7.5 hours per day (37.5 hours per week). A selected candidate's exact schedule may be set with the direct supervisor. Overtime, night, and weekend work schedules will be set with the position's direct supervisor.

### **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 should submit materials electronically, by **E-mail** no later than 5:00 pm, February 7, **2023**.

Submissions should include the following:

- a cover letter,
- resume,
- two business writing samples, and
- three professional references.

The application package should be submitted to:

[CTR-HR@Massmail.State.Ma.Us](mailto:CTR-HR@Massmail.State.Ma.Us)

Applicant packets will be reviewed and considered on a rolling basis so interested applicants are encouraged to apply as soon as possible. Late submissions may be considered solely at the discretion of CTR.

Please include position title and posting number in the subject line of your submission.

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**Required Background Check – Including Tax Compliance:**

CTR requires a background check on all prospective employees as a condition of employment.

Candidates should know that the background check is not initiated until:

1. A candidate is invited to a second or subsequent interview and
2. The candidate has signed the Background Check Authorization Form and related releases.

This background check includes:

A Criminal Offender Record Information (CORI) check,  
Federal IRS and

Commonwealth Department of Revenue state tax compliance.

Candidates with advanced degrees and professional licenses may have these credentials verified.

Individuals other than those references provided by a candidate may be contacted in the course of completing a full background and qualification check.

**Further Information:**

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