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COMPTROLLER

Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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OFFICE of the COMPTROLLER Statewide Financial Reporting

Deputy Financial Reporting Officer

JOB POSTING FY23 – 001

About the Office of the Comptroller

The Office of the Comptroller (CTR) is an Independent, Executive Level Agency responsible for the processing, accounting, and reporting of over \$60 billion annually in financial activity for the Commonwealth. Our mission is to promote accountability, integrity, and clarity in Commonwealth business, fiscal, and administrative enterprises. We strive to be a model for good government and to protect public resources by mitigating the risk of fraud, waste, and abuse while promoting transparency. Our core values include: teamwork, communication, excellence, service and trust.

Annually, the Statewide Financial Reporting team has responsibility for the preparation and issuance of the Commonwealth's Statutory Basis Financial Report (SBFR), prepared in accordance with State Finance Law, and the Annual Comprehensive Financial Report (ACFR), prepared in accordance with Generally Accepted Accounting Principles (GAAP) and provides assistance to the Commonwealth's outside, independent auditors with the production of materials supporting the Commonwealth's Single Audit.

The completion of the ACFR with an unmodified (clean) audit opinion requires the compilation of data from the Commonwealth general ledger for in excess of 200 individual funds covering over 159 departments, plus the compilation of 40 separately audited financial statements from the State Universities and community colleges and certain public authorities.

Position Summary

The Deputy Financial Reporting Officer, (DFRO) under the direction of the Chief Financial Reporting Officer, is a member of the Statewide Financial Reporting (SFR) Leadership Team, who is actively engaged in the timely preparation of the Commonwealth's SBFR and ACFR, various financial reports and filings for the Commonwealth of Massachusetts to internal and external entities, including the general public.

The successful candidate will assist with the presentation of timely monthly, quarterly and annual financial statements for internal and external reporting. The candidate will coordinate production and

publication of the reports and manage the collection of data from Commonwealth's departments, agencies and other sources. The successful candidate will lead and/or participate in the development of a variety of financial and analytical activities within CTR. The DFRO will assist departments with issues related to financial reporting in a manner consistent with the expectations of timely and professional communication as required by the Comptroller. The successful candidate will provide direct supervision of staff, contractors and serve as the primary liaison for the Commonwealth's external, independent auditors, augmenting the functions of the Chief Financial Reporting Officer.

The DFRO assists in the establishment of procedures for the accurate and timely recording of complex accounting transactions involving Commonwealth departments and the activities of quasi-public authorities and instrumentalities subsidized and/or financed by the Commonwealth. The successful candidate will play a primary role with the establishment, implementation and maintenance of procedures in accordance with GAAP as promulgated by the Governmental Accounting Standards Board (GASB). The candidate will also be responsible for training accountants, auditors, analysts and other staff under his, her, their supervision in the preparation of financial statements, analytical reports, and procedures of the Team.

This DFRO recommends and implements controls and safeguards to ensure the integrity, credibility and reliability of the Commonwealth's official records and reports.

Additionally, the successful candidate will work with the Chief Financial Reporting Officer to support and manage the administrative tasks required of members of the Leadership Team across the Office. This includes such tasks as: actively assisting with cross training; knowledge transfer, disaster recovery, risk assessment and internal control review; awareness of and compliance with CTR policies and procedures; remaining current with CTR memos, updates, and trainings; attends CTR required trainings including risk and fraud prevention; positively contributes to the CTR work environment in a respectful and cooperative fashion; and serves as a positive representative of the Comptroller and the Leadership Team.

This is a highly visible position in CTR and throughout the Commonwealth.

Capabilities and Attributes:

This position requires a self-starter with the following capabilities and attributes:

- strong communication skills;
- impeccable attention to detail;
- superior time management;
- proven multitasking ability;
- ability to contribute and work productively as part of a team and equally as an individual contributor;
- positive attitude;
- capacity to remain flexible and learn new standards and guidelines as necessary; and
- The ability to work well under pressure.

Specific Duties Include:

- Under the direction of the Chief Financial Reporting Officer, provide daily oversight and leadership of the SFR staff including serving as back-up for the Chief in their absence;

- Help lead the team responsible for the preparation of the SBFR and ACFR by the required due dates;
- Oversee and review the work of team members in developing, testing, and troubleshooting accounting analytics and data review;
- Use the Commonwealth's data warehouse (CIW), Microsoft Access, Excel, Wdesk (a subscription, cloud base application for the preparation of financial reports) and other such tools to create ad hoc and/or Comptroller's prescribed statutory, regulatory and GAAP reports in accordance with the statutory basis of accounting and GAAP standards, respectively;
- Oversee and provide supporting documentation on the implementation of future additions and revisions to GASB pronouncements;
- Assist in the process to recommend new and improved procedures, practices and policies to the state accounting system to meet Departments' report requirements and program objectives;
- Assist state and independent auditors, government officials and other parties in utilizing available reports to meet their data needs and requirements;
- Attend meetings with outside departments, other staff of CTR and/or the independent auditors and at times prepare information in advance for meetings;
- Work closely with other Business Units within CTR and other Commonwealth departments to assure correct and timely reporting of financial transactions;
- Participate in the completion of special projects that occur, from time to time, in SFR;
- Assist with other assignments that may be assigned to and required of members of the Leadership Team of the Comptroller's Office; and
- Complete other assignments, as required, in a timely and complete manner.

Required Qualifications:

- Thorough knowledge of governmental accounting, GAAP standards and practices, and financial reporting;
- At least six years of professional work in the field of accounting, auditing, finance, or a related business discipline;
- Strong work ethic, committed to getting the job done accurately and timely;
- Proven ability to work well under pressure, meet deadlines and able to manage multiple, complex tasks over a long time period with multiple constituencies both within and outside CTR to insure the overall schedule and document quality is achieved;
- Strong attention to detail;

- Prior experience in a supervisory or leadership role within a professional office setting;
- Ability to accurately and timely research, review and/or compile data for audit and/or compliance purposes;
- Demonstrated knowledge and experience with policies, practices, and procedures for establishing financial reporting guidelines.
- Demonstrated knowledge and experience with policies, practices, and procedures for the preparation of bond offering statements.
- Ability to work both independently and in a team setting with financial reporting and analysis personnel;
- Demonstrated ability to manage processes to achieve desired outcomes, both through collaboration and through leadership as appropriate.
- Ability to serve as professional mentor and help develop skills and knowledge within the organization
- Proven ability to solve complex financial reporting and data issues on a timely basis;
- Strong oral and written business communication skills and demonstrated ability to communicate effectively, make presentations, conduct training programs and/or prepare reports for management control purposes;
- Technical qualifications include a strong background in the entire Microsoft Office suite of applications including MS Word, Excel (with macros), PowerPoint and Access. HTML and SQL experience;
- Ability to read and interpret rules, regulations and legislation impacting Comptroller and financial reporting functions and activities; and
- Able to work nights and weekends during the annual financial reporting cycle and as needed throughout the year.

Preferred Qualifications:

- A Master's Degree in accountancy or a licensed CPA are preferred credentials, to demonstrate mastery of these topics, or evidence of working toward such degrees or credentials;
- Degrees in business, public finance, or a related field or a Certified Governmental Financial Manager (CGFM) designation are also preferred credentials.
- An in-depth knowledge and understanding of financial and governmental accounting as acquired through at least six years of combined government and private management

experience is preferred, the majority of which would be at either a State, large city, or governmental authority.

- Demonstrated experience in governmental financial reporting with an emphasis on data modeling, accounting or auditing, with exposure to the state accounting system, MMARS, or a similar enterprise system preferred;
- Governmental financial statement preparation, analysis and compilation;
- Auditing of governmental financial statements;
- Enterprise Resource Planning (ERP) systems capabilities, reporting mechanisms and processes;
- Significant experience in governmental accounting and auditing.

Minimum Entrance Requirements:

Applicants must have at least six (6) years of full-time or equivalent part-time, supervisory or managerial experience in financial management work, the major duties of which included at least two or more of the following functions: budgeting, accounting, auditing, management analysis, program evaluation, financial reporting, or statistical reporting of program results. Project management may be considered to meet some or all of this requirement based upon specific project information and details.

Salary Range: **\$115,000 - \$121,000**

This is a management level VII position.

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. 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 Commission, and optional pre-tax Flexible Spending Account plans.

CTR employees also participate in the Commonwealth's State Retirement Plan, which can 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.

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 a cover letter, resume, a business writing sample and a list of three professional references by **e-mail** no later than 5:00 pm, on **August 12, 2021**.

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

The application package should be submitted to:

CTR-HR@mass.gov

Applicant screening and interviews will be on a rolling basis. Late submissions will be considered solely at the discretion of CTR.

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.

Those candidates invited to interview will be contacted by the Hiring Manager for this position.

Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.

Further Information:

To learn more about the Office of the Comptroller please visit our website,

<http://www.mass.gov/comptroller/> and follow us on Twitter! https://twitter.com/MA_Comptroller.