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COMPTROLLER

# Commonwealth of Massachusetts

## OFFICE OF THE COMPTROLLER

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### OFFICE of the COMPTROLLER (CTR)

#### Accountant V

#### FY26 – 005B

#### About the Office of the Comptroller

The Office of the Comptroller ensures that the more than \$50 billion in annual transactions authorized by the general appropriations act and supplemental appropriations are executed in accordance with all statutory requirements and recorded in compliance with accounting standards. We also oversee capital assets, federal funding inflows, and other transactions. We also own and maintain statewide payments and payroll systems, safeguarding critical financial information. We operate in support of our partners, the financial staff at more than 150 departments and agencies across the Commonwealth.

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

The Office of the Comptroller (CTR) is seeking qualified candidates for a full-time (37.5 hours/week) Accountant V in the General Ledger Unit of the Statewide General Accounting Team. Under the supervision of the Ledger Unit Manager and the Chief Accounting Officer/Assistant Comptroller, this position functions in a revamped role to develop reports and provide data analysis.

As a member of a professional team, this position will interact with individuals at Commonwealth departments and within CTR to maintain compliance with legislation and

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prescribed accounting policies and procedures. This position will spearhead and build out the Accounting reporting and analysis function.

### **Specific Duties**

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

- Assist Manager with developing reports to be used by Senior Leadership
- Create relevant queries in Access to extract necessary data for reports
- Collect and compile data from various sources to facilitate reporting
- Perform analysis of data including year over year and period over period
- Design quarterly reporting package
- Develop and maintain databases such as Access
- Automate and streamline report generation for accuracy and efficiency
- Continuously identify and implement improvements to processes
- Analyze data in various Ledger reports, including Balance Sheet, for underlying issues; develop and implement solutions in conjunction with Ledger team Accountants and Manager
- Perform ad hoc analysis and special projects as requested
- Prepare monthly and annual reconciliations and entries
- Serve as back up for Ledger Unit duties including but not limited to: Cash Reconciliation, Statutory Accounts Receivable, Cash Flow report, Blue Book Reconciliation, Payroll Refund Receipt Vouchers (PRRV)

### **Capabilities and Attributes:**

- Must be able to use Excel at an intermediate level and handle large amounts of data with ease
- Comfortable using Word, PowerPoint, Excel, Access, Outlook and other business applications
- Ability to learn quickly, and solve issues that do not have a prior process to follow

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- Ability to maintain professional demeanor

**Preferred Qualifications:**

- Experience working in a professional Accounting team
- Knowledge of and experience using Workiva

**Required Qualifications:**

- Understanding of Accounting fundamentals and using Accounting data to build reports
- Knowledge of and ability to perform data analysis and apply query design principles, data visualization, and/or statistical analysis
- Knowledge of data analytics and use of business intelligence and technical tools to source and organize data
- Ability to problem solve, use deductive and inductive reasoning, and apply critical thinking skills to complex matters
- Ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Ability to use data analytics and business intelligence to interpret trends to support organizational activity
- Ability to prepare recommendations, reports and revisions based on business data analytics

**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.

**Bargaining Unit / Salary Range**

**NAGE UNIT 6 / Grade 14: \$78,834.86 - \$115,284.78**

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.

**Comprehensive Benefits Package:**

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.

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 NAGE, and optional pre-tax Health Savings 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. This position may be eligible for the federal Public Service Loan Forgiveness (PSLF) program administered by the Federal Government.

**CTR Hybrid-Work Model**

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CTR operates under a Hybrid work model. 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.

On-site work is an essential function of this position.

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.

**Commitment to Diversity:**

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

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.

CTR is an Equal Opportunity Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

**Application Process:**

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

Applicants must be legally authorized to work in the U.S. on an ongoing basis without sponsorship.

Interested candidates must submit their application, no later than 5:00 pm, on **April 17, 2026** at <https://careers.macomptroller.org/jobs/Careers>.

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:

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

Late submissions may 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,
- 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.