

**Accountant III - (18000750)**

**Official Title:** Accountant III

**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:** Oct 24, 2018, 12:35:17 PM

**Number of Openings:** 1

**Salary:** \$49,990.46 - \$71,259.76 Yearly

**Bargaining Unit:** 06-NAGE - Professional Admin.

**Confidential:** No

The Accountant III is a position within the Department of Housing and Community Development's Office of Administration and Finance Unit. The Accountant III enters payment, encumbrance and revenue documents in the state's accounting system, Massachusetts Management Accounting and Reporting System (MMARS). The incumbent reviews requests ensuring mathematical accuracy, authorized signatory approval, and required documentation. He/she ensures that funds are released within units' prescribed timelines and maintains an encumbrance and payment log to ensure all requests are processed accurately and timely.

The ideal candidate has attention to detail, excellent time management and organizational skills with the ability to adjust to changing priorities. He/she has good communication skills with the ability to work independently and collaboratively as part of a team. He/she has previous experience in escalating discrepancies/accounting issues to supervisor. Lastly, the incumbent has demonstrated proficiency using Microsoft (MS) Word, Excel and Access. Prior experience using MMARS is preferred.

**DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):**

1. Review MMARS documents to ensure conformity to all Agency, Generally Accepted Accounting Principles (GAAP), State and Federal regulations. Review includes, but is not limited to, ensuring available funds, mathematical accuracy, authorized signatory approval and ensuring that all necessary supporting documentation is attached.
2. Enter payment and encumbrance documents in the state accounting system, MMARS.
3. Review documents in MMARS - CT (Contract), PRC (commodity based purchase), GAE (general encumbrance document), GAX (general accounting expenditure), INP (incidental purchase), PC (commodity purchase order), PH (payroll hold) as inputted by the Bookkeeper or Accountant and return any documents with errors to the person responsible then review the corrections in MMARS.
4. Scan payment documents into DHCD database.
5. Monitor the document catalog daily to ensure timely delivery and approval of documents in MMARS and work with fiscal staff and the Comptroller's Office to resolve any discrepancies.

6. Review travel reimbursements for accuracy and proper documentation and submit to the Budget Department for data entry.
7. Submit contracts or encumbrances over DHCD's delegation authority to the Office of the Comptroller for approval and monitor the approval process in MMARS.
8. Serve as a backup for the Bookkeeper by assisting with data entry as necessary.
9. Provide technical assistance and training to new agency staff in relation to proper accounting procedures and documentation as required by State and Federal laws and regulations.
10. Assist the Internal Controls Officer by providing documents in an Audit.
11. Submit contracts and prepared payment vouchers to our Executive Office (Executive Office of Housing and Economic Development) for prior approval per the rules regarding the Information Technology consolidation.
12. Set-up new vendors (VCC) in MMARS as well as Vendor Customer Modifications (VCMs).
13. Daily bank deposits.
14. Perform other duties as assigned.

**PREFERRED QUALIFICATIONS:**

1. Attention to detail and excellent organizational skills.
2. Ability to work within close time constraints to meet deadlines with minimal supervision.
3. Ability to read and interpret financial reports.
4. Ability to gather data and prepare financial reports.
5. Ability to learn computer applications and use them effectively.
6. Ability to use MMARS, the state accounting and budgetary accounting system.
7. Ability to use Microsoft Word, Excel and Access.
8. Knowledge of state and federal appropriations.
9. Knowledge of State and Federal Finance Law and regulations.
10. Associates Degree with a major in Accounting.

**MISSION STATEMENT**

The Department of Housing and Community Development (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.

**COMMENTS**

**Please upload resume and cover letter.**

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 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 (11/07/18).**

**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.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100**

### **HOW TO APPLY**

Create profile and apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=18000750>