

Accountant III - (180004FY)

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: Jul 3, 2018, 4:15:27 PM

Number of Openings: 1

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

The Accountant III supports the Finance Manager for Housing Development and the Finance Manager for Housing Management performing accounting tasks including, but not limited to: processing program contracts and tracking them through the state accounting system Massachusetts Management Accounting and Reporting System (MMARS) and DHCD Housing Development Management Information System (HDMIS); processing documentation to properly establish vendors in MMARS and HDMIS; processing program disbursements, tracking payments through the disbursement process and resolving vendor problems; analyzing Division accounts to ensure allotment and contractual balances are adequate to accommodate anticipated spending; depositing fees, as collected into the appropriate accounts; maintaining accurate logs, spreadsheets and files; preparing and compiling financial reports and other Division information to analyze spending trends and forecast funding needs for future fiscal periods; working collaboratively with Division managers and Staff, agency personnel, and other state and local government officials and constituents.

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

1. Deposit revenue checks into the appropriate accounts. Maintain a deposit log and accurately prepare cash sheets.
2. Accurately record and process financial transactions/deposits in a timely manner.
3. Process payments for capital programs, Local Housing Authorities Operating Subsidies, federal grant programs, Low Income Housing Tax Credits and other Division administrative expenses.
4. Prepare and data enter into the Massachusetts Management Accounting and Reporting System (MMARS) documents from vendor invoices and encumbrances in a timely and accurate manner for approval into the State Accounting system.
5. Manage division contracts and vendor onboarding in MMARS.
6. Maintain an accurate document log to monitor and track payments through the disbursement process; including monitoring capital program payments against the established programs' pipeline.
7. Update Housing Innovations Fund (HIF)/ Facilities Consolidation Fund (FCF)/ Community Based Housing (CBH) program information in the Division's database and assist in the preparation of expenditure information for presentation to Executive Office of Administration and Finance and the MA Legislature.
8. Review Housing Authority Budgets for the Bureau of Housing Management Division.
9. Review and prepare letters for the Get the Lead Out (GTLO) Program.
10. Work collaboratively with fellow team members, division and agency staff, and constituents.
11. Confirm there are sufficient funds available in MMARS for all payment vouchers that are submitted to the Accounting Unit for processing. Utilize MMARS reports to confirm funding availability and tracking of monthly expenditures.

12. Review expenditure ceilings in MMARS utilizing The Executive Office of Administration and Finance's (ANF) allotment schedule to identify when ad hoc allotment requests are necessary in order to process payments in a timely fashion. Communicate ad hoc allotment requests to Supervisor at least one month in advance of when the expenditure ceiling needs to be approved and raised by ANF.
13. Provide monthly expenditure reports for all accounts and update projections as needed.
14. Notify Supervisor of any concerns, problems, issues that cannot be resolved within 24 hours; inform supervisor of any communication issues with vendors. Communication is key, as is prior planning and organization. These are essential functions to be successful in this role.
15. Assist with filing documents.
16. Performs other related duties as assigned/required.

PREFERRED QUALIFICATIONS:

1. At least intermediate proficiency using Excel, Access, Word, PowerPoint and Outlook.
2. Excellent computer skills, including ability to prepare spreadsheets and reports.
3. Understanding of the principles of financial accounting and auditing.
4. Knowledge of the state accounting system. Previous experience using MMARS.
5. Knowledge of state procurement rules, including the use of statewide and departmental contracts.
6. Knowledge of the state operating, bond funded, federal and Get the Lead Out programs.
7. Ability to prepare technical and programmatic presentations for professional conferences and training seminars.
8. Ability to read and interpret documents such as contracts, leases, grant proposals, etc.
9. Ability to work both independently and within a team.
10. Attention to detail and excellent time management skills, including the ability to prioritize work and adjust to changing priorities.
11. Experience in and understanding of housing and/or community development.
12. Knowledge of the various agencies within the Commonwealth's housing development preservation delivery system.
13. Knowledge of State and Federal Finance Law and regulations.

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 when applying for this position.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

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 (by 7/17/18).

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.

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

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

HOW TO APPLY

Create profile and apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=180004FY>