

## **Accounting Supervisor - (2400085Q)**

### **Executive Office of Housing and Livable Communities (EOHLC) is seeking an Accounting Supervisor in the Office of Administration and Finance!**

#### **AGENCY MISSION:**

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

#### **OVERVIEW OF ROLE:**

The incumbent performs accounting, reporting and other financial tasks to support the Capital Finance Manager on public housing programs. The Accounting Supervisor reviews financial and accounting systems and controls for consistency with generally accepted accounting principles (GAAP), reporting guidelines, state and federal regulations. Maintains financial records and information tracking systems; compiles, analyzes and reports management information on Housing programs for capital, trust and other funding sources; and examines financial reports for accuracy and completion. Manages fiscal closeout of capital programs into the consolidated books of accounts and the recall of unused funds. Reviews for completeness and accuracy of payment and encumbrance documents in the CAPHUB finance system and the State-wide management and accounting reporting systems [Massachusetts Management Accounting and Reporting System (MMARS)]; provides staff supervision on fiscal document generation and entry in the financial applications and systems.

The incumbent is responsible for providing technical assistance, including training, and evaluation of the accounting and finance application systems as well developing productivity and efficiency tools for the finance unit. The individual must have supervisory experience and exercise independent judgement on decision-making in the completion of assigned tasks; maintains and enhances working relationships with Division managers and Staff, agency personnel, local housing authority (LHA) staff and other external partners.

#### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

##### **1. RECONCILIATION:**

- Manages the submission and reconciliation of LHA financial reports and EOHLC records; works with LHA accountants, LHA finance directors to resolve discrepancies; oversees report submission, reviews and approves; oversees the filing of LHA financial statements for easy retrieval upon request or audit inquiry.
- Generates documents for expenditure reclassifications (EX) for capital and other accounts, including follow up with relevant EOHLC departments to ensure transactions are final in MMARS and recorded in CAPHUB or other systems.

##### **2. FISCAL CLOSEOUT**

- Manages the fiscal closeout of modernization and development projects in coordination with EOHLC staff in the Public Housing Division and other external partners to facilitate the uniform and comprehensive approach to the management of publicly assisted housing across the state. Recalls unused funds from LHAs for deposit into the Commonwealth Treasury. Works with LHAs and relevant EOHLC unit staff to ensure returned funds are appropriately documented and are fully executed in MMARS.

##### **3. DOCUMENT REVIEW**

- Reviews commodity-based purchase (PRC) documents and Contract Input Forms (CT) encumbrance documents in CAPHUB and MMARS for completeness, accuracy and timeliness.

- Reviews annual consolidated financial statement for compliance with Generally Accepted Accounting Principles (GAAP) and other regulations and guidelines
- Monitors, tracks and records project final costs and bondable expenses as part of comprehensive financial closeouts of Mod/ Dev projects.
- As needed, prepares and makes entries in MMARS and CAPHUB for CTs and PRCs in a timely and accurate manner.

#### **4. ANALYSIS & REPORTING:**

- Compiles and analyzes weekly and ad hoc management reports on Housing programs for capital, trust and other funding sources.

#### **5. SUPERVISION:**

- Supervises accounts payable staff including planning, training and assigning work as well as completing performance evaluations.

#### **6. FINANCE APPLICATION SYSTEMS:**

- Provides recommendations to enhance finance and accounting application systems for the finance unit, including developing excel and Microsoft access tools. Reviews internal control system for the capital finance unit and makes recommendations for improvement.
- Manages contract for financial assistance (CFA) allocations in the CAPHUB finance application system

#### **7. ON SITE REVIEWS:**

- Conducts on-site reviews of assigned programs and/or agencies when necessary. This task requires auditing skills, and independent judgement and decision-making in the field.

#### **8. TECHNICAL ASSISTANCE:**

- Provides technical assistance to housing authority financial operations through written and verbal communications and participation in workshops and meetings.

#### **PREFERRED QUALIFICATIONS:**

- Knowledge of public sector auditing and accounting theory, practices and principles (generally accepted accounting principles).
- Knowledge of financial systems (both manual and automated).
- Ability to prepare and/or analyze financial reports/statements.
- Ability to analyze information requirements and assist in designing and maintaining automated systems to meet those requirements.
- Ability to gather information, draw conclusions and make appropriate recommendations regarding program finances.
- Ability to organize and assign work, work independently and meet deadlines.
- Ability to exercise sound independent judgment and maintain harmonious working relationships.
- Ability to communicate clearly and effectively, both orally and in writing.
- Skilled in using a variety of automated fiscal accounting and reporting systems.
- Advanced Excel and Access experience required. At least intermediate proficiency using Microsoft Word, PowerPoint, and Outlook. Adept at learning new applications quickly.
- Massachusetts Management Accounting and Reporting System (MMARS) - state accounting and budgetary accounting system and Commonwealth Information Warehouse (CIW) experience is preferred but not required.

#### **COMMENTS:**

**Please upload resume and cover letter.**

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

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 appropriate 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.**

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.

### **Comprehensive Benefits:**

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.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

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

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. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

**Official Title:** Accountant V

**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street

**Job:** Accounting and Finance

**Agency:** Executive Office of Housing and Livable Communities

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Sep 17, 2024, 12:58:01 PM

**Number of Openings:** 1

**Salary:** \$73,566.74 - \$107,580.72 Yearly

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator:** Jessica

Molina - 8572480160

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

**Confidential:** No

**Potentially Eligible for a Hybrid Work Schedule:** Yes

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=2400085Q>