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COMPTROLLER

Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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OFFICE of the COMPTROLLER (CTR)

Accountant V

FY25 - 022

About the Office of the Comptroller

The Office of the Comptroller oversees the Commonwealth's financial systems, promoting integrity, mitigating risk, and providing accurate reporting and promoting transparency to illustrate the financial health of Massachusetts. The Office is an independent and non-partisan department of 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

CTR is seeking qualified candidates for consideration to fill one, 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 as a go-to person performing various ad hoc and standard accounting activities.

As a member of a professional team, this position will interact with individuals at state departments and within CTR to maintain compliance with legislation and prescribed accounting policies and procedures. This position performs monthly reconciliations of various ledger accounts and assists with team projects. In addition, there are critical fiscal year-end closing activities that this position will be responsible for.

Specific Duties

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

- Perform month-end, quarter-end, and year-end reconciliations of assigned balance sheet accounts on the general ledger
- Verify revenue, expenditures, and liabilities are properly recorded on the general ledger for financial reporting purposes
- Perform monthly analysis of spending authority to general ledger
- Perform quarterly analysis of general ledger system assurance reports
- Prepare T accounts to analyze activity impacting the accounting system and balance sheet
- Prepare journal voucher entries as needed
- Assist with the year-end closing and opening balances on the general ledger
- Develop queries against a warehouse solution such as the Commonwealth Information Warehouse
- Develop and maintain databases such as Access
- Support statewide reporting requirements
- Provide technical support for fiscal year closing (June 30) and opening (July 1)
- Work with staff within the Ledger Unit, other teams within the Comptroller's Office, and other state departments and agencies
- Assist in annual updates of Ledger Unit process and procedures
- Actively assist Unit Leadership with cross training, knowledge transfer, disaster recovery, risk assessment and internal control review
- Awareness of and compliance with all CTR operating policies and procedures
- Remain current with CTR policies and procedures, read CTR memos, updates, attend annual internal control, risk and fraud prevention trainings
- Immediately raise questionable actions, requests or potential errors or issues to the attention of your manager
- Provide updates to manager on current work status
- Contribute to the overall CTR work environment in a positive, respectful and cooperative fashion
- All employees of CTR may be asked to engage in other administrative or fiscal process assignments on an as needed basis

Capabilities and Attributes:

- Must be able to use Excel at an intermediate level and handle large amounts of data with ease

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- Comfortable using Word, PowerPoint, Excel, Access, Outlook and other business applications
- Understanding of Accounting and ability to create accurate journal entries
- Ability to learn quickly, and solve issues that do not have a prior process to follow
- Ability to maintain professional demeanor

Preferred Qualifications:

- Bachelor's degree or higher in business management or business administration with concentration in Accounting or equivalent work experience
- Certified Government Financial Manager (CGFM) or Certified Public Accountant (CPA)
- Working knowledge of the Massachusetts Management Accounting and Reporting System (MMARS) or other ERP system
- Working knowledge of the Commonwealth Information Warehouse (CIW) or other warehouse solution
- Ability to query data from a warehouse via query tools such as SQL in Access
- Ability to work independently to accomplish tasks
- Ability to work with other team members in a dynamic work environment
- Ability to work with multiple and changing priorities
- Excellent communication skills – both verbal and written
- Ability to understand and apply pertinent state/federal laws, rules and regulations

Required Qualifications:

- Demonstrated proficiency in using PC systems and Microsoft Office products (Outlook, Word, Excel, PowerPoint) in a professional setting.
- Experience working in Accounting preparing analysis and complex reconciliations
- Experience working in Excel navigating through linked spreadsheets and ability to produce similar workbooks
- Proven ability to independently manage and execute ad hoc projects effectively.

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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 : \$75,773.74 - \$110,808.14

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 the Commonwealth's Group Insurance, 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

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 / Affirmative Action 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.

Interested candidates must submit their materials electronically, by **E-mail** no later than 5:00 pm, on **April 22, 2025**.

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:

- three business writing samples; and
- three professional references

Please include position title and posting number in the subject line of your submission. Your application package should be submitted to:

CTR-HR@mass.gov

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.

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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.