

Massachusetts State College Building Authority
Accounting Manager

The Massachusetts State College Building Authority (MSCBA) is responsible for financing, planning, designing, and overseeing construction activities as well as the management oversight of residence halls and student activity facilities on the nine State University and fifteen Community College campuses in the Commonwealth of Massachusetts. The Authority's office is located in Boston, Massachusetts.

PRIMARY FUNCTIONS:

Responsible for general ledger accounting and reconciliations, day-to day accounting operations such as accounts payable, deposits, cash management, payroll accounting, etc., ad hoc reporting, quarterly financial reporting and analytical reporting. Supervises accounting staff. Ensure preparation and accuracy of routine accounting entries and work papers for the audited annual financial statements. Create and support analyses in support of capital projects, and operating budget(s). This position will spend the majority of it's time in the Boston office. In-state travel to campus locations may be required periodically. A hybrid, partially remote schedule may be possible after a probationary period.

SUPERVISION RECEIVED:

Reports to the Controller

SUPERVISION EXERCISED:

Accounting Staff

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises accounting staff and activities.
- Establish and maintain financial controls, accounting systems, payroll, and benefit reconciliations. Monitor financial operations to ensure financial compliance with contracts, regulations, and adherence to best practices Ensure appropriate periodic reconciliations and periodic 'soft' closes are performed.
- Review accounting activities related to cash management, including all monthly bank reconciliations, account management, and reporting for project management and cash flow decision making.
- Review and/or process cash deposits along with ACH and wire transfers.
- Prepare and/or review monthly financial reporting for cash management and reserve spending along with the supervision of college reports to the various campuses.
- Review and/or implement payroll and benefit accounting.
- Review monthly reporting to the Office of the Comptroller transparency initiatives, such as CTHRU.
- Assist, as needed, in the accounts payable process, including vendor setup/management and invoice processing along with year-end reporting.
- Implement general ledger accounting for debt service, assessment revenue, and other annual/ one-time events, such as debt issuances.
- Assist in preparation and execution of the annual financial audit and HE-4 reporting to the Commonwealth.
- Support annual renewal of insurance policies and audits.
- Prepare periodic and special financial analysis and reports, as well as general support of Finance/Project Management groups' activities as required.

- Review or implement allocations for construction projects, including management agreements and funding agreements. Also monitor the final reconciliations of Management agreements or funding agreements.
- Provide management support to the information technology systems regarding fiscal operations.
- Management and development towards mastery of Timberline, TimberScan, HE-4 reporting, and Office Connector programs.
- Serve as the back up on several departmental finance processes including, but not limited to, invoicing, requisitions, purchase orders, and funding allocations.
- Review internal controls annually for compliance and to recommend improvements.
- Perform other duties as required.

SKILLS, KNOWLEDGE, QUALIFICATIONS, AND EXPERIENCE:

Required:

- Bachelor degree in accounting desired with 7+ years of progressive accounting work experience.
- Demonstrated competence with MS Office applications and Adobe. High level of proficiency in Microsoft Excel is required, and knowledge and understanding of financial software systems, such as Timberline/Sage CRE 300 and TimberScan, is a plus.
- Ability to maintain confidentiality and interact appropriately with staff members, state university personnel, and contractors.
- Willingness to obtain additional training and/or assume additional responsibilities as needed.
- Strong communication, interpersonal and organizational skills are vital.
- Positive attitude and high attention to detail and accuracy required.

Preferred:

- Experience in the construction, state government (Commonwealth of MA, preferred), or higher education sectors.
- Prior management and/or supervisory experience.

To apply: Send cover letter and resume to careers@mscba.org

***MSCBA IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER
AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, SEXUAL
ORIENTATION, GENDER IDENTITY, AGE, NATIONAL ORIGIN, VETERAN STATUS, DISABILITY,
OR MEMBERSHIP IN ANY CLASS PROTECTED BY APPLICABLE LAW***