

Job Description

Accounts Payable Accountant - (1800041I)

Description

The Bureau of Housing Development and Construction's (BHDC) Capital Finance Unit is charged with overseeing the financial management of capital, trust, and federal housing flow through dollars to 240 local housing authorities throughout the state.

The Accounts Payable Accountant processes payments, reconciles account balances, tracks payments, produces financial summaries, and provides technical assistance to local housing authorities and agency staff. The incumbent reviews and analyzes requests for payments ensuring the appropriateness of the request, availability of funds in appropriation account(s), sufficient program balances and that it is within capital spending limits. He/she ensures that funds are released within unit's 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 Outlook with prior experience utilizing a computerized financial system.

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

- 1) Reviews and analyzes requests for payments from housing funds to determine the appropriateness of request and the availability of funds in appropriation accounts, program balances and capital spending limit.
- 2) Prepares PRC payment voucher documents within 2-5 business days of payment request form receipt so that payments are processed within 2 weeks of payment approval date.
- 3) Maintains accurate payment number log and reconciles PDU (Project Development Unit) payment approval forms to ensure that all payments received are properly processed.
- 4) Processes employee travel payments within 2 business days.
- 5) Maintains accurate payment documentation files to ensure timely retrieval of information and to satisfy audit requirements. Files payment documents within 2 weeks of process date.

6) Assists in the transfer of the Financial Information System for Housing (FISH) to a new computer system with suggestions for payment processing upgrades and testing of new system functions.

7) Works closely with the encumbrance accountant and the project manager to coordinate contract amendments and extensions so that payments can be made without delays. Process Contract Input Form (CT) and contract documents as needed.

8) Ensures that payment notification emails are transmitted to housing authorities notifying them of payments within one week of process date.

9) Maintains a spreadsheet for payments on hold and updates as payments are made and problems are resolved.

10) Maintains proficiency in Massachusetts Management Accounting and Reporting System (MMARS), FISH, MS Office applications and other software by keeping up-to-date on enhancements.

11) Performs other duties as assigned.

PREFERRED QUALIFICATIONS:

1) Proficiency using Microsoft Word, Excel, and Outlook.

2) Excellent time management skills with the ability to prioritize work.

3) Ability to work in a fast-paced environment.

4) Good written and oral communication skills.

5) Attention to detail and exceptional organizational skills.

6) Ability to work effectively as part of a team and independently.

7) Previous experience using computerized financial software.

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 cover letter and resume 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. 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.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have (A) two years of full-time or equivalent part-time, general accounting or budgeting experience, or (B) any equivalent combination of the required experience and the substitutions below.

Incumbents may be required to have a current and valid Massachusetts Motor Vehicle Driver's License at a class level specific to assignment.

Substitutions:

I. An Associate's degree with a major in accounting, finance or business may be substituted for one year of the the required experience.

II. A Bachelor's degree with a major in accounting, finance or business may be substituted for the required experience.

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

Official Title: Accountant II

Primary Location

: United States-Massachusetts-Boston-100 Cambridge Street

Job

: Accounting and Finance

Agency

: Dept Housing & Community Dev

Schedule

: Full-time

Shift

: Day

Job Posting

: Jun 14, 2018, 5:15:32 PM

Number of Openings

: 1

Salary

: 45,335.94 - 64,147.46 Yearly

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

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

First consideration will be given to those candidates who apply within the first 14 days (by 6/28/18)

<https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=18000411>