



## **OFFICE of the COMPTROLLER**

### **Financial Reporting and Analysis Bureau**

#### **AUDITOR IV**

**JOB POSTING FY 17 – 017**

#### **About the Office of the Comptroller**

The Office of the Comptroller (CTR) is an Independent, Executive Level Agency. Our mission is to promote accountability, integrity, and clarity in Commonwealth business, fiscal, and administrative enterprises. We strive to be a model for good government and to protect public resources by mitigating the risk of fraud, waste, and abuse while promoting transparency. Our core values include: Teamwork, Communication, Excellence, Service and Trust.

#### **Position to Fill - Auditor IV**

CTR is seeking qualified candidates for consideration in order to fill one, full-time Auditor IV position in the Financial Reporting and Analysis Bureau (FRAB). The position reports to the FRAB Unit Manager. The employee will work independently and with other bureau members as part of a team preparing financial analysis, and fund statements, all of which lead to the monthly and annual reports of the Commonwealth of Massachusetts, including the Commonwealth's Statutory [budgetary] Basis Financial Report (SBFR) by October 31, and the Comprehensive Annual Financial Report (CAFR) by December 31.

The employee will also be a contributor to the preparation of the Commonwealth's single audit and other financial reports. The daily work is focused on preparing schedules in accordance with Generally Accepted Accounting Principles (GAAP).

This position requires a self-starter with the following capabilities and attributes: impeccable attention to detail; superior time management and multitasking skills; ability to contribute and work productively as part of a team; positive attitude; capacity to remain flexible and learn new standards and guidelines as necessary; and the ability to work well under pressure.

#### **Specific Duties Include:**

- Maintain and update the Commonwealth's debt database (DBC), containing information related to approximately \$25 billion of outstanding debt (as of June 30, 2016);

- Work with information provided by the Office of the State Treasurer (TRE) to record required transactions for all debt related activities in the Commonwealth's central accounting system, Massachusetts Management Accounting and Reporting System (MMARS);
- Perform various debt reconciliations (monthly, quarterly, and yearly) both internally and externally in coordination with TRE;
- Run various queries from DBC for internal and external parties, such as the Executive Office for Administration and Finance (ANF), bond counsel, the Commonwealth's Independent Auditors and others;
- Prepare debt analytics;
- Update, monitor and distribute the Commonwealth's weekly bond reports for use by Commonwealth employees and bond counsel;
- Update the Commonwealth's Information Statement for posting to the Electronic Municipal Market Access System (EMMA) as required for debt offerings;
- Prepare debt footnotes for the Commonwealth's two main annual financial reports, the SBFR and the CAFR;
- Perform monthly fund analysis on assigned funds and prepare both statutory and GAAP basis fund statements in compliance with legislation and GAAP as promulgated by the Governmental Accounting Standards Board (GASB);
- Become an expert on the activities of assigned funds and serve as the primary contact for department officials for assigned funds;
- Assist in the development of reports and perform financial analysis of the Commonwealth's funds and accounts as reported on MMARS, which then become the foundation for the preparation of the Commonwealth's SBFR, CAFR and other monthly interim reports;
- Participate as a member of the team responsible for the preparation of the SBFR and CAFR by the required due dates;
- Assist other bureau members in developing, testing, and troubleshooting accounting analytics and data review;
- Use the Commonwealth's data warehouse, Microsoft Access and Excel and other such tools to create ad hoc and/or Comptroller's prescribed statutory and GAAP reports in accordance with the statutory basis of accounting and GAAP standards;

- Assist in the process to recommend new and improved procedures, practices and policies to the state accounting system to meet Departments' report requirements and program objectives;
- Assist state and/or independent auditors, government officials and other parties in utilizing available reports to meet their data needs and requirements;
- Participate in the completion of special projects that occur from time to time;
- Assist with other assignments that may be required from members of the Comptroller Leadership Team;
- Actively assist Bureau leadership with cross training, knowledge transfer, disaster recovery, risk assessment and internal control review;
- Maintain 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 supervisor, manager or director;
- Contribute to the overall CTR work environment in a positive, respectful and cooperative fashion; and
- All employees of CTR may be asked to engage in other assignments on an as needed basis.

**Preferred Qualifications:**

- Preferred candidate will have attained CPA certification or will have completed sections of the CPA Exam and be working toward completion;
- Knowledge of the practices and standards associated with GAAP;
- Ability to accurately and timely research, review and/or compile data for audit and/or compliance purposes;
- Demonstrated experience in governmental financial reporting with an emphasis on data modeling, accounting or auditing, with exposure to the State accounting system, MMARS, or a similar enterprise system preferred;

- Ability to work both independently and in a team setting with financial reporting and analysis personnel;
- Proven ability to solve complex financial reporting and data issues on a timely basis;
- Strong oral and written communication skills and demonstrated ability to communicate effectively, make presentations, conduct training programs and/or prepare reports for management control purposes;
- Ability to read and interpret rules, regulations and legislation affecting Comptroller and FRAB functions and activities; and
- A valid driver's license is preferred, as limited travel within the Greater Boston area and across the Commonwealth of Massachusetts may be required from time to time.

**Minimum Entrance Requirements:**

Applicants must have at least (A) four 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:**

A Bachelor'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.\*

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.

\*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 two years of the required (A) experience. No substitutions will be allowed for the required (B) experience.

**Salary Range:**            \$63,111.10    to    \$90,989.08                    BU6 / Grade 15

As per the Unit 6 Collective Bargaining Agreement between the Commonwealth of Massachusetts and the National Association of Government Employees.

**Benefits Package:**

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 Commission (some benefits may be provided through the union for its members), and optional pre-tax health savings account plans. 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.

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/> .

**Commitment to Diversity:**

CTR is committed to building a diverse staff across the entire agency and at all levels.

THE OFFICE OF THE COMPTROLLER IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**Application Process:**

CTR encourages interested candidates that meet the minimum entrance requirements and qualifications to apply for this position.

Interested candidates should submit a cover letter, resume and a list of references by e-mail (preferred) or mail no later than May 19, 2017. Please include position title and posting number on your submission. The application package should be submitted to:

By e-mail (preferred method) to: [CTR-HR@Massmail.State.Ma.Us](mailto:CTR-HR@Massmail.State.Ma.Us)

Please include the position title and position number in the subject line: Auditor IV, Position FY 17-017

**By regular mail:**

Office of the Comptroller  
Human Resources Division  
One Asburton Place, 9<sup>th</sup> Floor  
Boston, MA 02110

RE: Auditor IV, Position FY 17-017

**Required Background Check – Including Tax Compliance:**

CTR requires a background check on all prospective employees as a condition of employment.

Candidates should be aware of this requirement but should also know that such 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, federal IRS and Department of Revenue state tax compliance on all prospective employees as a condition of their employment.

Candidates with advanced degrees and professional licenses may have these credentials verified. Individuals other than those provided by a candidate may be contacted in the course of completing a full background and qualification check.

**Application Deadline:**

**The closing date for this position is May 19, 2017.**

Submissions are due by 5:00 pm (e-mail) on the closing date; or postmarked no later than the closing date (regular mail). Late submissions may be considered solely at the discretion of CTR

Applications will be considered on a rolling basis, so Candidates are encouraged to apply as early as possible.

**Further Information:**

To learn more about CTR please visit our website, [www.mass.gov/comptroller](http://www.mass.gov/comptroller) and follow us on Twitter! [https://twitter.com/MA\\_Comptroller](https://twitter.com/MA_Comptroller).

Those candidates invited to interview will be contacted by the Hiring Manager for this position. Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.

Please no telephone calls