



OFFICE of the COMPTROLLER

General Accounting - Chief Accounting Officer (CAO)

JOB POSTING FY 18 – 003, 00032583

About the Office of the Comptroller

The Office of the Comptroller (CTR) is an Independent, Executive Level Agency responsible for the processing, accounting and reporting of over \$60 billion annually in financial activity for the Commonwealth. CTR is engaging in revolutionary governmental innovation in Commonwealth fiscal and administrative leadership and management. We are also evolving quickly into an employer of choice within state government.

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.

Chief Accounting Officer

CTR is seeking a dynamic and innovative leader to fill the newly created statewide Chief Accounting Officer (CAO) position. The CAO will be the primary leader responsible for overseeing CTR's financial system accounting functions.

The CAO is a direct report to the Deputy Comptroller, with certain reporting responsibilities to the First Deputy Comptroller, and/or the Comptroller of the Commonwealth.

Building on the Comptroller's mission of promoting accountability, integrity and clarity in Commonwealth business, fiscal, and administrative enterprises, the CAO will oversee the evolving design and current management of three units within the General Accounting area, including:

- The Budgetary Team which provides guidance, regulatory control, and statutory oversight of state fiscal and financial operations including appropriations, spending, inter-departmental activities, and budgetary analysis;
- The Ledger Team which ensures that the general ledger of the Commonwealth is in proper order to prepare financial statements; to provide detail for underlying key assets, liabilities, revenue, and expenditure reports; and to support the annual audit process; and
- The Non-Tax Revenue Team which provides guidance, regulatory control, and statutory oversight of state non-tax revenue operations.

Qualifications of the Chief Accounting Officer Position

The successful candidate will be a Certified Public Accountant (CPA) with a background and core competencies in Governmental GAAP accounting, statutory (or budgetary) basis accounting, financial systems management, and financial planning and the ability to present and explain technical and complicated accounting concepts so that they are understandable to those without a formal accounting background. An in-depth knowledge of traditional and state-of-the-art financial accounting systems or the aptitude for learning these systems. At least 10 years professional work in the field of accounting, auditing, finance, or a related business discipline.

A self-starter with the ability to think creatively about complex technical accounting matters, as this role serves as one of the top decision-makers within the organization. Leadership and people management skills developing,

coaching, and guiding teams to achieve goals and objectives; the ability to recognize and reward talent and performance.

The new CAO must also have the ability to strongly support and represent CTR Leadership both within CTR and across government and to our external constituencies including approximately 150 state agencies and the people of the Commonwealth. The ability to digest, understand, and explain CTR enabling legislation, policies, procedures, and regulations; assist in ensuring that staff understand and adhere to them. An ability to work with other CTR leaders and managers, while also ensuring that CTR operates effectively and efficiently by providing staff with appropriate levels of authority based upon experience and education and accountability and responsibility.

Given these qualifications, an in-depth knowledge and understanding of financial and governmental accounting as acquired through at least 10 years of combined government and/or private management experience is preferred, the majority of which would be at either a State, large city or governmental authority.

Technical qualifications include a strong background in the entire Microsoft Office suite of applications including MS Word, Excel (with macros), PowerPoint and Access. HTML and SQL experience a plus.

Representative Sampling of Daily Responsibilities

The CAO will have oversight and responsibility for determining the appropriate chart of account elements within the Commonwealth's accounting systems; assisting with CTR efforts to ensure that the modernization and transformation of Enterprise Resource Planning (ERP) financial systems meets the accounting and reporting needs of CTR and the Commonwealth; analyzing and determining when changes in State and Federal law and regulations require the establishment of new state funds, sub funds, and accounting/fiscal controls to meet regulatory and legislative requirements; assisting with the preparation and production of applicable audit and financial reporting documents; recommending and implementing controls and safeguards to ensure the integrity, credibility, and reliability of the Commonwealth's official records and reports; and ensuring smooth accounting monthly close and financial reporting operations focused on accuracy and punctuality.

Minimum Entrance Requirements:

Applicants must have some combination of undergraduate or graduate degrees in accounting, business, public finance, economics, law, or a related field with a preference for those holding a CPA certification. Non-CPA candidates may be considered if they have substantial relevant accounting and auditing experience.

Candidates should have at least 10 years of full-time supervisory or managerial experience in financial management work in the private accounting sector, the major duties of which must have included at least four or more of the following functions: budgeting, accounting, auditing, management analysis, program evaluation, financial reporting, or statistical reporting of program results.

Having achieved designation as a Certified Governmental Financial Manager (CGFM) is a plus.

Preferred Qualifications:

A leader in organizational innovation, strong work ethic, committed to accuracy, attention to detail, and experience at meeting strict deadlines;

Must work well under pressure and able to manage multiple, complex tasks with multiple constituencies within and outside CTR;

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Strong attention to detail with insights into the Government Accounting Standards Board (GASB) regulations and rules;

Significant prior experience in a supervisory or leadership role within a professional office setting;

The ability to accurately and timely research, review and/or compile data for audit and/or compliance purposes;

Demonstrated experience in implementing new technology systems in governmental financial accounting with an emphasis on data modeling, accounting or auditing, with exposure to the state's current accounting system (MMARS) or a similar enterprise-wide accounting system;

The ability to work both independently and in a team setting overseeing financial reporting and analysis personnel;

A proven ability to solve complex accounting issues on a timely basis;

Strong business, oral and written communication and analysis skills and demonstrated ability to make presentations, conduct training programs and prepare reports for management control purposes;

A valid driver's license, as travel within the Commonwealth of Massachusetts may be required from time to time; and

The ability to work beyond traditional business hours and travel outside the state as needed throughout the year, as a senior leader and emissary or representative of the Comptroller.

Salary Range: \$100,000 to \$ 117,000

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.

This is a management position; as such the successful candidate will be hired as an employee at will. This position is non-civil service and not covered by a collective bargaining agreement. This position is an exempt position.

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.

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 its entire agency and at all levels.

CTR IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Application Process and Deadline:

The Office of the Comptroller 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 no later than **September 15, 2017**. The application package should be submitted to:

CTR-HR@Massmail.State.Ma.Us

Please include the position title and position number in the subject line:

Chief Accounting Officer, Position FY18-003, 00032583

Submissions are due by 5:00 pm (e-mail) on the closing date; 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 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 references provided by a candidate may be contacted in the course of completing a full background and qualification check.

Further Information:

To learn more about the Office of the Comptroller please visit our website, <http://www.mass.gov/comptroller/> and follow us on Twitter! 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. No telephone calls.