

Cannabis Control Commission
Job Description

Department: Administration

Reports To: Executive Director

Job Title: Chief Financial and Administrative Officer

FLSA Status: Exempt

I. PURPOSE OF THE JOB

- Responsible for the general business activity and financial operations of the Cannabis Control Commission (Commission);
- Financial operations include but are not limited to, budgetary management, staff supervision, preparation of the yearly spending plan for the Executive Office for Administration and Finance (ANF), House and Senate Ways and Means, expenditures and revenue forecasting, budgeting and the centralized control point of all Commission transactions through the Massachusetts Management Accounting Reporting System (MMARS), and monitoring of Marijuana Regulation Fund activity.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- "Hands-on" daily management of MMARS activity and all business activities according to State Comptroller (CTR) and State Auditor recommendations, regulations, policies, and laws;
- Responsible for the annual budget development of both the administrative and program budgets, capital spending, and revenue forecasting;
- Monitor and analyze the Commission appropriations and revenue estimates throughout the course of the fiscal year to determine potential surpluses or deficits;
- Develop procedures to ensure the proper accountability of all Commission appropriations in accordance with Massachusetts General Law, the Code of Massachusetts Regulations, and Generally Accepted Accounting Principles (GAAP);
- Liaison with CTR, ANF, and state agencies to resolve payment issues, fund transfers, vendor issues, and audit questions;
- Oversees purchasing of goods and services;
- Responsible for reviewing all requisitions, purchasing, lease orders, contracts, and Request for Responses, Proposals, or Qualifications to determine compliance with Commonwealth purchasing regulations and policies;
- Point of contact for building management.

III. OTHER DUTIES AND RESPONSIBILITIES

- Review internal controls annually and submits recommendations for the Executive Director and Commission;
- Responsible for working with building management and the Division of Capital Asset Management and Maintenance to maintain or reconfigure office space;
- Assist the Commission with record retention and archiving records according to the Secretary of State's record retention schedule.

IV. SUPERVISORY RESPONSIBILITIES

- Direct daily supervision of Commission personnel.

V. KNOWLEDGE AND SKILLS

- Strong organizational and interpersonal skills;
- Ability to multi-task is critical;
- Experience communicating effectively with upper levels of management;
- Intermediate level knowledge of basic computer applications such as Microsoft Word, Access, and Excel;
- Working knowledge of the Massachusetts Management Accounting and Reporting Systems (MMARS), the state contracting system and IT "Warehouse";
- Ability to understand, explain, and apply policies and procedures governing the purchase of goods and services;
- Ability to determine the applicability of data, draw conclusions, and make appropriate recommendations;
- Ability to gather fiscal information by creating reports using report writing software and queries;
- Ability to record, report, and maintain financial information.

VI. EDUCATION AND EXPERIENCE

- Undergraduate/Graduate degree in Business Management, Accounting, and /or Public Administration;
- 5 years of fiscal management experience;
- Prior experience and knowledge of MMARS, state accounting forms, procedures, and practices preferred;
- Knowledge of state guidelines governing purchasing, budgeting, payroll, and GAAP reporting preferred.

Salary Range: Commensurate with experience.

Benefits Package:

The Commission 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 Chief Financial and Administrative Officer is a management position; as such the successful candidate will be hired as an employee at will. This position is non-civil service. 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, the Commission provides employees the opportunity to elect life insurance, long term disability insurance, deferred compensation savings, tuition remission and pre-tax commuter account plans, along with other programs.

The Commission 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:

The Commission is committed to building a diverse staff across its entire agency and at all levels. The Commission is an equal opportunity/affirmative action employer.

Application Process and Deadline:

The Commission encourages interested candidates that meet the minimum requirements for experience and skills to apply for this position. Interested candidates should submit a cover letter and resume by e-mail no later than Friday, December 22, 2017. The application package should be submitted to:

CannabisCommission@state.ma.us

Please include the position title in the subject line: Cannabis Control Commission Chief Financial and Administrative Officer

Submissions are due by 5:00 pm (e-mail) on December 22nd ; late submissions may be considered solely at the discretion of the Commission.

Notice of Required Background Check – Including Tax Compliance:

The Commission 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.

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

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