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# MassCareers Job Opportunities

## ALERT

Effective January 25, 2024, Executive Order #627 cements the Commonwealth's well-established practice of skills-based hiring, paving the way to a more equitable hiring process. The Commonwealth is committed to ensuring a diverse and inclusive workplace where all employees feel respected, valued, and empowered to serve our citizens. Join us today!

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## Job Description

**Board Accountant I - (2400027X)**  
**Description**

### About the Office of the Massachusetts State Treasurer and Receiver General (“Treasury”)

Our mission is to manage and safeguard the State's public deposits and investments through sound business practices for the exclusive benefits of our citizens, and perform these duties with integrity, excellence, and leadership. Additionally, we strive to provide economic opportunity, stability, and security for every Massachusetts resident.

We are committed to excellence in recruiting, hiring, and retaining diverse and qualified individuals. We value the culture of diversity and professionalism in the workplace, and strongly believe that our workforce should reflect our community.

<https://www.surveymonkey.com/r/FM68GFV>

### Purpose of the Job:

The Board Accountant ensures Board transactions comply with generally accepted accounting principles (GAAP), strict fiscal controls, acceptance of GASB rules and regulations and interplay with internal and external shareholders. This position is subject to strict deadlines many of which are required by statute.

### Essential Functions and Responsibilities:

- Maintain general ledger including receipt and disbursement data; prepare month end closing entries, post accounting data and review custodian bank reports.
- Reconcile all Board bank accounts to insure deposits and disbursements are reflected accurately within the Board books.
- Produce the annual financial report for the Massachusetts State Employees Retirement System and the Massachusetts Turnpike Authority Employees Retirement System.
- Compile and prepare accounting reports relative to all financial transactions within the Board’s purview.
- Ability to process and reconcile accurately weekly and monthly payment warrants.
- Knowledge and ability to process vendor administration including set up, payments and other highly complex MMARS transactions
- Act as a liaison with both internal and external partners such as Office of the Comptroller, PERAC, Treasury Cash Management Department, Treasury Internal Auditor, Treasury A&F, PRIM, other State agencies, outside member units, and local retirement boards.
- Manage the billing and reimbursement processes associated with other retirement systems for COLA, §3(8)(c) and §59 payments
- Ensure compliance and collaboration with all auditors
- Other duties as assigned by Manager and/or Director

### Qualifications

### Knowledge and Skill:

- Must have a minimum of 1 year of experience in the field of accounting and finance
- Bachelor’s Degree or higher in the field of accounting, finance or related field
- Working knowledge of accounting practices related to Massachusetts public employee retirement systems and related financial transactions, or comparable experience
- Detailed knowledge of accounting systems and software including MMARS, Great Plain, MARIS
- Microsoft’s Office suite of products including Excel, Word, Power Point, Access
- Focused, detail oriented
- Team oriented with superior customer service skills
- Solid understanding of accounting and fiscal services
- Identify processes that appear redundant and propose solutions to senior management

**Official Title:** Accountant  
**Primary Location:** United States-Massachusetts-Boston-1 Winter Street  
**Job:** Accounting and Finance  
**Agency:** Off of State Treas & Rec Genl  
**Schedule:** Full-time  
**Shift:** Day  
**Job Posting:** Feb 13, 2024, 1:30:22 PM  
**Number of Openings:** 1  
**Salary:** 52,962.77 - 58,847.52 Yearly  
**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator:** Kerley Aime - 6173679333  
**Potentially Eligible for a Hybrid Work Schedule:** Yes

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