

# **PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION**

## **POSITION DESCRIPTION Commonwealth of Massachusetts**

**INCUMBENT NAME: Vacant**

### **TITLE: Fiscal Analyst & Business Support Specialist**

Small independent state agency seeking motivated individual with vast experience in state government finance and HR principals.

### **Detail Statement of Duties and Responsibilities**

**Assist Deputy Executive Director's Oversight Units relative to Budgeting, Payroll Functions, Procurements, Payment Processing, Internal Controls, Compliance, Records Management, and Diversity Initiatives.**

- Individual will work under the direction of the Deputy Executive Director and Chief Financial Officer.
- Will assist with purchase and payment requisitions in Commbuys and Mmars transactions.
- Support the financial month end processing w/reconciling, conducting ad-hoc reports utilizing the Commonwealth's Information Warehouse (CIW).
- Assist with running various data collection reports using the Commonwealth's Information Warehouse (CIW) for both payroll related functions and financial accounting system.
- Supporting Director with internal and external reporting requirements, ensure compliance with relevant guidelines of the State Comptroller (CTR), Department of Operational Services (OSD), Administration and Finance (A&F), Office of Diversity & Equal Opportunity, and the Human Resources Division (HRD).
- Supporting internal and external reporting requirements or activities with Quarterly and Annual Diversity reports and plans in accordance with HRD's schedule.
- Support the Human Resource Functions with HR policies & guidelines, Benefit Administration, GIC changes/updates, coaching and processing of Leave Administration, processing of job requisitions in Mass Careers, onboarding processes and other HR related functions.
- Assist with testing internal control procedures and suggest improvements based upon analysis conducted.
- Assist with Coordinating & schedule monthly Commission meetings utilizing virtual meeting software and ensuring agendas & packets are disseminated timely and in accordance with the Open Meeting Law requirements.
- Prepare minutes of meetings for proper recordkeeping in accordance with the Open Meeting Law requirements.
- Prepare, file, and maintain the Executive Director's communications to retirement boards/commissioners/ and other topic discussions.
- Responsible for maintaining the Commission Members and Executive Director's meetings, conferences, travel arrangements, and correspondence.
- Assist the Sr. Staff with preparing and scheduling various educational trainings, meetings, and conferences when warranted via remote sessions and/or various locations within Massachusetts for retirement boards participation.
- Assist the Deputy Executive Director's oversight units relative to Budgeting, Payroll Functions, Procurement, Internal Controls Compliance, Records Management, Facilities Management, Diversity Initiatives/Training, and Accounts Payable functions and other relative matters.

### **QUALIFICATIONS REQUIRED AT HIRE: (List knowledges, skills, and abilities)**

Ability to communicate effectively both verbally and in writing. Ability to use technology, including a computer to conduct research, manage databases, utilize application software programs, and produce written documents, reports, and analysis. Ability to multitask and work independently and ability to work cooperatively with others, to be part of a team. Ability to exercise sound judgement when handling confidential information. Ability to be flexible and adapt to and work effectively as the situation changes. Ability to prioritize responsibilities and understand and meet deadlines.

### **QUALIFICATIONS ACQUIRED ON THE JOB:**

State Information Systems trainings will be required at the time of hire.

### **MINIMUM ENTRANCE REQUIREMENTS:**

At least four years experience full-time or equivalent part-time experience in human resource work, accounting and/or finance. A bachelor's degree with a major in accounting, finance or business administration is preferred. Prior Massachusetts state government experience is essential, including MMARS transactional experience, HR/CMS reporting, or similar state experience preferred.

### **QUALIFICATIONS / ATTRIBUTES:**

Prior Massachusetts state government experience is essential, including MMARS transactional experience, HR/CMS reporting, or similar state experience preferred.

Advanced knowledge of Microsoft Office applications with a strong emphasis on Outlook, Word and Excel. Knowledge of Office 365.

Demonstrated capability in the use of State Information Systems (CIW/Mobius View/MMARS/HR/CMS/COMMBUYS)/Leave Administration/Mass Careers.

Knowledge and understanding of state finance and human resource functions as well as procurement and record management. Experience using other State Information Systems such as Mass Careers, Mass Achieve, Comindware, MAGIC, UI Online are beneficial, but not required.

**WORKING ENVIRONMENT:**

Incumbents usually work indoors within an office setting. The noise level is usually quiet. Periodically travel may be requested within the state and work overtime hours on special projects. Staff is generally in office with one telework day per week.

**PHYSICAL ABILITIES:**

Incumbents generally sit for long periods of time, utilize information technology resources, type, handle materials, and talk and/or hear. Incumbents may be required to stand, walk, balance, stoop, kneel and crouch. Incumbents may occasionally lift, carry, push, or pull up to 25 pounds of office supplies or equipment with or without assistance and with or without the use of devices and/or equipment to assist in the lifting effort.

**RELATIONSHIPS WITH OTHERS:**

Relationships may include agency personnel, management, personnel from other state agencies, retirement boards, public officials, vendors, and the public.

**TOTAL COMPENSATION/BENEFITS STRUCTURE:**

As a Commonwealth of Massachusetts employee, you are offered a great career opportunity influencing a wide-spectrum of services to the diverse populations we serve. The State's total compensation package features an outstanding set of employee benefits which you should consider towards your overall compensation, including:

- Defined Benefit Retirement Plan
- Alternative Deferred Compensation Plan 457(b)
- 75% of paid medical insurance premium.
- Low cost basic and optional life insurance
- Reasonable Dental and Vision Plans
- Flexible Spending Account and Dependent Care Assistance programs
- 12 paid holidays per year and competitive Sick, Vacation and Personal Time
- Tuition Benefit for employee and spouse at state colleges and universities
- Long-Term Disability and Extended Illness program participation options
- Incentive-based Wellness Programs
- Professional Development and Continuing Education opportunities
- Qualified Employer for Public Service Student Loan Forgiveness Program
- Qualified benefits under the Massachusetts Paid Family Medical Leave

**Salary Range:** 60,000-80,000

**Please submit your resume online at:**

[https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=2300077Q&tz=GMT-04%3A00&tzname=America%2FNew\\_York](https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=2300077Q&tz=GMT-04%3A00&tzname=America%2FNew_York)

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

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. *Research suggests that qualified women, Black, Indigenous and Persons of Color (BIPOC) may self-select out of opportunities*

*if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.*