

**MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY  
SENIOR ACCOUNTANT**

**PRIMARY FUNCTIONS**

Responsible for supporting the accounting operations of the Authority, including financial reporting,, maintenance of a system of accounting records, maintenance of a comprehensive set of controls designed to mitigate risk, ensure compliance with industry best practices, generally accepted accounting principles and other regulatory and governmental oversight reporting obligations.

**ORGANIZATION**

The Authority is a quasi-governmental agency created to finance, construct and maintain certain facilities on the state college campuses of Massachusetts, including 9 state universities and 15 community colleges. The Authority has approximately \$1.3 billion in outstanding debt and manages an annual average of \$100 million in construction projects. Senior Accountant reports to Controller, and helps facilitate the accounting and financial reporting for the construction, bond finance, and operating activities of the Authority.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Prepare and enter data to the general ledger related to project development, payroll, municipal bond debt service, and other Authority activity , including assisting in the resolution of complex accounting issues
- Management of the Authority operating budget, including reconciliation and all general ledger reporting, including payroll review
- Assist with month-end and year-end close procedures and periodic reporting to senior management, state colleges, auditors, and investors
- Assist with preparation for annual financial audit, including preparation of schedules, interaction with auditors, and regular quality control procedures
- Support CFO and Controller with special projects as needed
- Assist with cash management procedures, including bond proceeds tracking, the collection and disbursement of campus assessments, support accounts payable/receivable activity, and all other cash flow activity.
- Assist with allocation and commitment of project funding, including periodic reconciliations of project management systems to cash on hand and project budget funding assumptions. Manage adjustments to accounting and project management systems to ensure accuracy of related project reporting.

**QUALIFICATIONS**

Candidate must have bachelor's degree in accounting or business administration, or equivalent business experience, and 5 + years of progressively responsible accounting experience; graduate degree desired. Experience with government, construction, municipal bond finance, project management and/or higher education sectors a plus. Proficiency in Microsoft Excel is expected, and knowledge and understanding of financial software systems, such as Timberline, is also a plus. Positive attitude and high attention to detail required. Proficient communication, interpersonal and organizational skills are vital.

**Further information on the Authority may be found at [www.mscba.org](http://www.mscba.org).  
Submit resume to [careers@mscba.org](mailto:careers@mscba.org)**