

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY

ACCOUNTANT I

PRIMARY FUNCTIONS

Responsible for cash management, general ledger accounting, payroll processing and operating budget management. Ensure preparation and accuracy of routine accounting entries. Create and support analyses in support of capital projects, and operating budget(s).

ORGANIZATIONAL SUMMARY

The Authority is a quasi-governmental agency created to finance, construct and maintain certain facilities on the state college campuses of Massachusetts, including nine state universities and 15 community colleges. The Authority has approximately \$1.3 billion in outstanding debt and manages an annual average of \$50 million in construction projects. The Accountant 1 position reports to the Controller. The Authority's office is in Boston, Massachusetts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform accounting activities related to cash management, including reconciliation, account management, and reporting for project management and cash flow decision making
- Monitor authority operating budget, including approval and accounting for monthly expenses and updating monthly budget reports
- Implement payroll accounting and benefits management payments
- Provide monthly reporting to the Office of the Comptroller CThru transparency initiatives
- Assist in the accounts payable process as needed, including vendor management
- Implement general ledger accounting for debt service, assessment revenue, and other annual/ one-time events
- Assist in preparation and execution of annual financial audit
- Prepare periodic and special financial analysis and reports, as well as general support of Finance group activities as required

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE

Degree in accounting required with work experience in the construction, government, or higher education sectors preferred. High level of proficiency in Microsoft Excel is required and knowledge and understanding of financial software systems, such as Timberline/Sage CRE 300 a plus. Positive attitude and high attention to detail and accuracy required. Proficient communication, interpersonal and organizational skills are vital.

Further information on the Authority may be found at www.mscba.org.

Submit resume to careers@mscba.org.