

***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;
- 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.