

Cannabis Control Commission
Job Description

Department: Administration

Reports to: Chief Financial and Administrative Officer

Job Title: Fiscal Specialist

I. PURPOSE OF THE JOB

The Fiscal Specialist is responsible for ensuring proper financial control environment, conformance and compliance with, state finance law, policies and procedures, United States Generally Accepted Accounting Principles (GAAP), and directing the general accounting and accounts payable functions for the Commission. The position entails daily use of the Massachusetts Management Accounting Reporting System (MMARS) and the Commonwealth's Information Warehouse (CIW), and regular interaction with staff to assist with day-to-day procurements. The Fiscal Specialist may also perform duties involving the Commonwealth's payroll system (HR/CMS) and its Labor Cost Management (LCM) interfaces.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Monitor financial operations to ensure compliance with budgets, trust agreements, and State Comptroller policies, rules and regulations.
- Manage all accounts payable processes including account reconciliation.
- Prepare and process invoices, vendor updates, encumbrances and other transactions in the Massachusetts Management Accounting and Reporting System (MMARS).
- Analyze and recommend policies and procedures to enhance internal controls.
- Responsible for compliance with statewide records retention schedule on all fiscal electronic and paper documents.
- Contribute to internal management reporting requirements and audit support.
- Assist with preparation and monitoring of the Commission's annual budget and spending plans and perform annual end of fiscal year close-out activities.
- Participate in ad hoc projects and perform related duties as assigned.
- Fostering the principles of the Commission's mission statement in all communications.

III. SUPERVISORY RESPONSIBILITIES

- Direct daily supervision of personnel may be required.

IV. EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, finance or related field.
- Minimum of 3-5 years of related work experience.
- In-depth knowledge and understanding of state financial and procurement systems.
- Strong knowledge and understanding of Commonwealth fiscal and budget process.
- Solid working knowledge of Microsoft Office applications as well as database software.
- Ability to analyze and determine applicability of data, draw conclusions, and make appropriate recommendations is also required.
- Ability to effectively prioritize and execute tasks while under pressure.
- Ability to contribute actively to a work environment that embraces diversity.
- Ability to accept personal responsibility for the quality and timeliness of work, and for meeting expectations.

- Able to seek opportunities to resolve problems, achieve goals, or otherwise advance the Commission's mission.
- Strong organizational, interpersonal, and writing skills.
- Ability to multi-task is critical.
- Experience communicating effectively with upper levels of management.

IV. SALARY RANGE: \$75,000 to \$85,000

Benefits Package:

The Commission is pleased to offer a comprehensive benefits package to its employees. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process.

The Fiscal Specialist is a management position; as such the successful candidate will be hired as an employee at will. This position is non-civil service. This position is an exempt position.

The overall benefits available include: paid vacation, sick and personal leave time, health, dental and vision insurance through the Commonwealth's Group Insurance, and optional pre-tax Health Savings Account plans.

In addition, the Commission provides employees the opportunity to elect life insurance, long term disability insurance, deferred compensation savings, tuition remission and pre-tax commuter account plans, along with other programs.

The Commission employees also participate in the Commonwealth's State Retirement Plan, which can become a defined benefit plan for those that both vest and subsequently retire from State service. Follow this link for additional retirement information: <http://www.mass.gov/treasury/retirement/state-board-of-retire/>.

Commitment to Diversity:

The Commission is committed to building a diverse staff across its entire agency and at all levels. The Commission is an equal opportunity/affirmative action employer.

Application Process and Deadline:

The Commission encourages interested candidates that meet the minimum requirements for experience and skills to apply for this position. Interested candidates should submit a cover letter and resume by e-mail no later than Friday, March 30, 2018. The application package should be submitted to:

CannabisCommission@state.ma.us

Please include the position title in the subject line: Cannabis Control Commission Fiscal Specialist

Submissions are due by 5:00 pm (e-mail) on March 30th; late submissions may be considered solely at the discretion of the Commission.

Notice of Required Background Check – Including Tax Compliance:

The Commission requires a background check on all prospective employees as a condition of employment.

Candidates should be aware of this requirement but should also know that such background check is not initiated until:

1. A candidate is invited to a second or subsequent interview, and
2. The candidate has signed the Background Check Authorization Form and related releases.

This background check includes a Criminal Offender Record Information (CORI) check, Federal IRS and Department of Revenue state tax compliance on all prospective employees as a condition of their employment.

Candidates with advanced degrees and professional licenses may have these credentials verified. Individuals other than those references provided by a candidate may be contacted in the course of completing a full background and qualification check.

Those candidates invited to interview will be contacted by the Commission. Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.

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