

Accountant IV
Northern Essex Community College

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Posted Oct. 13, 2025, set to expire Feb. 6, 2026

Job Title Accountant IV
Department Accounting & Finance
Institution Northern Essex Community College
Haverhill, Massachusetts

Date Posted Oct. 13, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Fiscal Services

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Job Description

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Accountant IV

POSITION: Full-Time Accountant IV (Accountant IV):Accounting & Finance; Haverhill Campus; 37.5 hours per week, Monday through Friday, 8:00 am - 4:00 pm; AFSCME Unit I Position

SUMMARY:The Accountant IV serves as the lead accountant and primary liaison for the Massachusetts Management Accounting and Reporting System (MMARS/MOSIAC) and the Division of Capital Asset Management and Maintenance (DCAMM). This role is responsible for managing and communicating financial matters with the Comptroller's Office, Assistant Comptroller, Finance team, and college-wide stakeholders. The position performs high-level financial analysis, makes independent decisions, and resolves complex issues in collaboration with internal departments, state agencies,

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external vendors, and auditors.

Key responsibilities include reconciling state funds exceeding \$50 million annually, overseeing the PCARD program and related training, and ensuring compliance with college-wide financial procedures. This position also facilitates communication with state departments and agencies on significant accounting matters. Regular use of systems such as Banner, MMARS, LCM, Warehouse, Mobius, Workers Comp, State Intercept, SharePoint, Microsoft Office, US Bank, and Emburse is required to carry out responsibilities effectively.

RESPONSIBILITIES:

The responsibilities include, but are not limited to the following:

Liaison for state financial accounting system Massachusetts Management Accounting and Reporting System (MMARS)/(MOSIAC)

- Utilize state MMARS/(MOSIAC) system
 - Year-end/monthly reconciliation of appropriations
- Maintain tracking sheet for college-wide monthly chargebacks from the state
- Bi-weekly reporting for MMARS appropriation and expenditures for NECC Comptroller
- Develop projection and calculate funding for College payroll as required
- Create and implement access report of information from warehouse to track payroll spending
- Track and issue payments for DCAMM projects, supporting Director of Procurement and Director of Budget and Grants
- Review ISAs for completeness and validity
- RT/TV- reconciliation of MMARS to Banner
- Attend monthly training courses
- Assist with the DynaCash open/close process
- Maintain year-end payroll holds

Administrator and Accounting Lead for College Wide PCARD (credit card) Program

- Mitigating fraud
- Managing expenditures for all departments
- Manage all users and PCARD holders in US bank
- Issuing /managing PCARD
- Train all users one on one

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- PCARD policy
- Reallocation process/US Bank user training
- Posting and reconciling of transactions
- Maintain PCARD Change forms to track changes for audit
- Maintain PCARD Delegation forms for approvals
- Implementation of Instant card for Athletics
- Observing misuse or excessive spending with PCARD analysis
- Collaborate with IT to create and maintain error report to identify missing reallocations
- Emburse implementation in progress which will utilize a new platform for users to reallocate transactions with a more user-friendly interface

Utilize LCM to assist Payroll in correcting errors

- Generate LARQs to reallocate payroll in state finance system (MMARS)
- Utilize LCM to identify payroll changes and adjustments
- Regular communication with HR/Payroll leaders and the Finance team

Other Duties

- Assist and support in all internal and external audit activities
- Support finance system led projects
- Support Accounts Payable
- Complete monthly bank reconciliation for Money Market accounts
- Pull intercepts and send to student accounts, monthly posting
- Maintain Banner Requisition Approval Queue
- Generate a variety of monthly journal entries
- Maintain and reconcile Uncashed Check Report on a monthly basis
- Reconcile Banner with MMARS monthly
- Serve as backup for the Budget Director when he/she is not available
- Play a key role on Finance IT Projects that are enterprise-wide initiatives
- Other financial and operational projects as assigned by the Comptroller
- The Classification Specification is available at:
<https://www.mass.edu/shared/classificationspecs/specspers/Accountant Series.doc>

Job Requirements:

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MINIMUM QUALIFICATIONS:

- Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in accounting or auditing, of which at least (B) two years must have been in a supervisory, administrative or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree with a major in accounting, business administration or business management may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's degree with a major in accounting, business administration or business management may be substituted for a maximum of two years of the required (A) experience.*
- III. A Graduate degree with a major in accounting, business administration or business management may be substituted for a maximum of two years of the required (A) experience and one year of the required (B) experience.*

**Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.*

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience.

PREFERRED QUALIFICATIONS:

- Mass State and higher education accounting experience
- Solid accounting knowledge and experience in accounts payables, account receivables and budget processes and systems
- Ellucian Banner experience
- MMARS experience
- Budget system/software experience
- Bilingual English Spanish
- Experience working with and supporting a culturally diverse population

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

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BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

SALARY: \$2,685.24 - \$3,795.56 biweekly (\$69,816.24 - \$98,684.56 annually). Pay grade 20; An appointment from outside the bargaining unit (AFSCME) must start at Step I of the range. Complete fringe benefit package including competitive health insurance, free dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

ANTICIPATED START DATE: ASAP

To apply, click [HERE](#)

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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