

## **Massachusetts State College Building Authority**

### **Deputy Director, Chief Financial Officer**

*The Massachusetts State College Building Authority (MSCBA) is a quasi-state agency that is responsible for financing, planning, and providing design and construction services as well as oversight of the management of residence halls and student activity facilities on the nine State University and fifteen Community College campuses in the Commonwealth. The Authority's office is located in Boston, Massachusetts. For more information about the MSCBA, please visit our website at [www.msoba.org](http://www.msoba.org).*

#### **PRIMARY FUNCTION**

Provide direction and leadership for all financial operations. Responsible for all activities associated with issuance and servicing of Authority debt and for financial controls, accounting and reporting.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage issuance and servicing of revenue bonds including confirmation of project financial feasibility; preparation of project approval documents and official statement materials; and analysis of debt structure, market conditions and interest rate environment. Ensure compliance with all applicable State and Federal laws regarding tax-exempt and governmental bond issues, and with all legal agreements related to each bond issue.
- Direct development of Authority operating budget, campus budgets and annual rent certificate; propose rates and charges adequate to cover all obligations. Oversee preparation of semi-annual campus assessment and allocation certificate as well as collection and proper disbursement of campus assessments.
- Supervise accounting and finance team members.
- Serve as chief advisor to the Executive Director for strategic as well as technical financial and accounting issues. Direct and coordinate the development of multi-year revenue and financing plans for operating programs, new capital projects, and capital renewal planning.
- Establish and maintain fiscal controls, accounting systems, and payroll systems. Direct processing and recording of all revenue and disbursements, and monitor for appropriateness, conformity to sound financial practices, and compliance with budgets, trust agreements and regulations. Recommend policies and procedures relating to the financial and business practices of the organization.
- Manage annual independent financial audit. Coordinate and manage responses to other external audits as appropriate.
- Direct and coordinate all financial reporting including State and Federal financial, bond issuance and payroll reports and documents required to comply with revenue bond continuing disclosure agreements.
- Serves as treasurer for Authority cash and investments. Recommend investment strategies and execute investment program for all funds.

- Manage the information technology systems that support fiscal operations; participate in agency-wide technology planning as it relates to fiscal operations.
- Administer property, liability and builders risk insurance program.
- Responsible for MSCBA real estate transactions, including ground lease administration, property acquisition and disposition, and any related insurance and legal matters.
- Perform related duties as required.

### **SKILLS, KNOWLEDGE, QUALIFICATIONS, & EXPERIENCE**

- Bachelor’s degree required with a major in Accounting, Finance, Business Administration, or a related field.
- Extensive experience in and knowledge of administrative and financial management (eight years), of which at least four years are in a supervisory capacity.
- Experience with governmental or tax-exempt bond issuance and debt management is highly desirable.
- Experience in an institutional setting desired: work for higher education, healthcare, public, government, or non-profit institutions preferred.
- Knowledge and understanding of GAAP accounting principles and relevant Federal, State and industry requirements regarding financial records.
- Comprehensive skills in computer software, including experience with accounting software systems.
- Excellent communication, interpersonal, and organizational skills required.

The Deputy Director, Chief Financial Officer, is a full-time position (37.5 hours per week) with potential for hybrid work based on agency and constituent needs. The salary range for the position is \$220k-\$230k per year. The selected candidate must successfully complete a comprehensive background check. Employee benefits include health, dental, vision, long-term disability, and life insurance, as well as paid sick leave and vacation time, discounted public transportation, tuition reimbursement for eligible courses, and participation in the Massachusetts State Retirement system.

**To apply, submit resume & cover letter via email at [careers@mscba.org](mailto:careers@mscba.org).**

*MSCBA IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER  
AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, SEXUAL ORIENTATION, GENDER  
IDENTITY, AGE, NATIONAL ORIGIN, VETERAN STATUS, DISABILITY, OR MEMBERSHIP IN ANY CLASS PROTECTED BY  
APPLICABLE LAW.*

Last edited: December 5, 2024