

**PERAC
JOB OPENING**

OFFICIAL TITLE: Auditor I

The Public Employee Retirement Administration Commission (PERAC) provides oversight, guidance, monitoring, and regulation to the 104 Massachusetts Public Pension Systems in the Commonwealth. The Audit Unit conducts audits of each retirement system to ensure that all financial and managerial functions are being performed in accordance with statute and regulation.

DUTIES:

Travel primarily to retirement systems in the Greater Boston Region and, under the supervision of a lead auditor, perform detailed audit work accurately and timely, in the areas of expenditures, assets, liabilities, financial statements, investment portfolios, retirement allowances, and similar records to comply with set laws and regulations.

Perform various assigned audit tasks that include, but are not limited to, the following:

Research pertinent laws, regulations, policies, procedures, and other relevant criteria.

Assist in assessing adequacy of internal control systems by reviewing completed audit questionnaire and developing audit tests to measure compliance and when necessary, recommend new policies and procedures.

Examine records, reports, operating practices, and documentation to ensure compliance with the established accounting and management standards and internal control procedures.

Conduct audit testing using electronic work papers.

Employ analytical skills in assessing documents and records.

Attend and participate in meetings and interviews with retirement board staff.

Prepare various written documents, including itemizing all findings for review by the Deputy Chief Auditor and the Director of Audits in the preparation of the final audit report.

Assist with educational materials/presentations to board members and administrators.

When findings exist, assist in performing a six month follow up to ensure the retirement system has taken corrective action.

Perform other work-related duties or special projects as required by Director of Audits and Deputy Executive Director.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or related field. CPA and any relevant education/training a plus.
- Proficiency in Microsoft Office software suite.
- Experience in audit and legal compliance.
- Strong oral and written communication skills.
- Attention to detail.
- Working knowledge of the financial administration of public retirement plans and the Massachusetts retirement system a plus.
- Valid Driver's License.

TOTAL COMPENSATION/BENEFITS STRUCTURE:

As a Commonwealth of Massachusetts employee, you are offered a great career opportunity influencing a wide-spectrum of services to the diverse populations we serve. The State's total compensation package features an outstanding set of employee benefits which you should consider towards your overall compensation, including:

- Defined Benefit Retirement Plan
- Alternative Deferred Compensation Plan 457(b)
- 75% of paid medical insurance premium.
- Low cost basic and optional life insurance

- Reasonable Dental and Vision Plans
- Flexible Spending Account and Dependent Care Assistance programs
- 11 paid holidays per year and competitive Sick, Vacation and Personal Time
- Tuition Benefit for employee and spouse at state colleges and universities
- Long-Term Disability and Extended Illness program participation options
- Incentive-based Wellness Programs
- Professional Development and Continuing Education opportunities
- Qualified Employer for Public Service Student Loan Forgiveness Program
- Qualified benefits under the Massachusetts Paid Family Medical Leave

SALARY RANGE: \$55,000 - \$70,000 - Salary commensurate with experience.

Interested Candidates must apply online at:

https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=2400009C&tz=GMT-05%3A00&tzname=America%2FNew_York

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. *Research suggests that qualified women, Black, Indigenous and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.*