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OFFICE of the COMPTROLLER (CTR) HYBRID STUDENT INTERNSHIP PROGRAM

Summer 2023-2024

Job Posting FY23-019

About the Office of the Comptroller

The Office of the Comptroller of the Commonwealth of Massachusetts (CTR) is an independent and apolitical overseer of governmental and other funding sources, totaling more than \$94 billion in revenue and \$95 billion in spending in Fiscal Year 2021. In addition, the Office of the Comptroller oversees the Commonwealth's expenditure, payroll management, and major audit functions.

As stewards of the public trust, we aspire to inspire confidence by maintaining our core principles: clarity, integrity, and accountability.

The powers and obligations of the Office of the Comptroller are generally dictated by M.G.L. c. 7A.

Summer Program Summary

The CTR is seeking qualified candidates to participate in CTR's 2023 Student Internship Program. This program provides professional work experience for undergraduate and graduate level students. The program is designed to provide firsthand exposure to a sampling of the types of career opportunities available across the public sector. CTR provides several professional career paths to explore when considering a career in public finance, accounting, auditing, law, technology, risk management and business systems.

The internship program will run from approximately **June 5, 2023, through August 4, 2023**. The exact duration of an individual's internship may vary depending upon that student's specific academic calendar. CTR is excited to offer internships to students enrolled in associate, undergraduate, and graduate level programs.

CTR considers its ability to provide students with actual work experience in a professional setting to be an important part of our role as a public employer. Interns will be assigned to a team and the focus of the work will be within that team's discipline. The intern cohort participates in group activities and projects including but not limited to public policy round table talks, a speaker series, a shadow program, and preparing and delivering a presentation. Active participation in program activities is mandatory and is approximately one third of the internship program. Successful candidates will be able to work both collaboratively and independently with other interns and CTR staff. This program's successful design helps develop an internship experience to a future work path, whether at CTR or elsewhere, for students that may not have otherwise considered the public sector as an employer.

Enthusiasm, Eagerness to Learn & Professionalism

Enthusiasm about a particular subject area, eagerness to learn and professionalism are often more important for student interns than prior subject matter experience. However, students studying in the primary disciplines that CTR employs are encouraged to include information about relevant education and experience within their application packet. CTR may also assign, reassign, or split intern work across various business units based upon its overall business needs.

Desired Skills

Interns should be able to exhibit attention to detail; solid time management skill; ability to multitask; ability to contribute and work productively as part of a team; maintain a positive attitude; and the capacity to remain flexible and learn new skills as necessary.

Based upon the business units and primary work of CTR, candidates are encouraged to apply who have an interest in or experience with one or more of the following business areas:

- **Risk, Cybersecurity, and Internal Controls**—Ability to analyze business processes and perform reviews for policy compliance as well as create recommendations to mitigate risk. Also, interest in cybersecurity, including current challenges that affect both the public and the private sectors.
- **Financial Analysis**—Interest in the development of reports for review of the funds and accounts, which then become the foundation for the preparation of Commonwealth’s internal and external financial reports.
- **Innovation and Support**—Interest in developing modern solutions to improve business processes and customer experience; ability to assist with project management and implementing change.
- **Financial Management**—Ability to assist with fiscal oversight responsibilities, including reviewing service contracts and leases, payments, spending, budgets, and revenue authorizations.
- **Payroll**—Interest in participating in activities and operations related to the Labor Cost Management System (LCM), and the Human Resource Compensation Management System (HRCMS). Understanding compliance with rules and regulations related to public employment and desire to learn the operations/ technology and internal controls for an annualized payroll more than \$7.26 billion.
- **Business Enterprise Systems Transformation (BEST) Program**— Project to transform the technology and systems for the management, processing, and reporting of the Commonwealth’s financial systems. Related to the anticipated future implementation of an Enterprise Resource Planning (ERP) software solution that will support a wide range of business functions used by all state agencies. Ability to compile information gathered from state agencies, conduct tasks to support software development life cycle, create content summarizing key issues or findings from multiple sources.

Business Hours

The basic program is designed to run Monday through Friday, except for holidays, on a full-time basis, with a compensated workday of 7.5 hours per day (37.5 hours per week). Selected candidates’ exact schedule may be set with the direct supervisor. No overtime, no nights, and no weekend work.

Work Model

CTR began operating its hybrid work model on November 1, 2021. Under this policy, employees are currently required to work a minimum of four business days per month (two set by management and two set by the employee) on-site at CTR's Boston office and may work remotely the remainder of the time at a location approved by their supervisor, so long as they comply with the requirements of the telework policy. Under this policy, all employees must be able to report to the Boston office with little or no notice, even including the same workday should an exigent circumstance arise. Therefore, a reasonable proximity to the office is necessary. CTR does not reimburse for employees to travel to the office.

In addition, the successful candidate may be required to work primarily on site in Boston during the initial training and orientation period and/or for certain positions a primarily on-site role may be necessary.

Compensation and Benefits

This is a paid internship program. The rate will be per hour, with the opportunity to earn up to 37.5 hours per week. Interns will be required to document the hours worked each day in the Commonwealth's Time and Attendance System. This position does not provide any overtime opportunity, the accrual of vacation time or personal time, but does provide the accrual of sick time as required by law.

Minimum Qualifications

Applicants must be currently enrolled in an undergraduate (2-year or 4-year program) or graduate degree program to be eligible for consideration in this program.

Access

If appropriate, and subject to the applicable laws and regulations, CTR will be responsible for providing the Intern with tools to use, including access to all program files, systems, software packages, network systems, as required to complete this work order. CTR developments need to be in a secure and protected site that is identified and provided to the intern by CTR. All files and material need to be returned to CTR at the contract end date. Nothing should be developed in a public space.

COVID-19 Vaccination Requirement

CTR follows Executive Order 595 issued by Governor Baker on August 19, 2021, which requires the full regimen of vaccination and booster(s) against the COVID19 virus.

The successful applicant will be required to have received the full required regimen of vaccine doses of a COVID-19 vaccine (two doses of the Pfizer/Moderna vaccine or one dose of the Johnson & Johnson vaccine) prior to their start date, and may be required to demonstrate that they continue to maintain COVID-19 vaccination in accordance with any updated public health recommendations or policies that may be adopted by the Office of the Comptroller (e.g., staff shall obtain all recommended boosters.)

Applicants who request to be exempt from the requirement for COVID-19 vaccination due to a documented medical condition that makes vaccination medically contraindicated or based on a sincerely held religious beliefs must obtain approval for such an exemption from the Office of the Comptroller through its Chief Human Resources Officer, Melissa Diorio, before their start date. Details relating to

how to comply with this requirement will be discussed with CTR's Chief Human Resources Officer during the selection process, for candidates who advance.

Commitment to Diversity:

The Office of the Comptroller is committed to building a diverse staff across its entire agency and is an equal opportunity/affirmative action employer.

Application Process

The Office of the Comptroller encourages interested students who are either 1) enrolled in a Massachusetts college level undergraduate or graduate level degree program, including students who reside in other states or countries that attend Massachusetts schools, and are living in Massachusetts over the summer; or 2) enrolled in a college level undergraduate or graduate level degree program at a school outside of Massachusetts, but are Massachusetts residents and are living in Massachusetts over the summer. Applicants must be legally authorized to work in the U.S. on an ongoing basis without sponsorship.

Interested candidates should submit by **E-mail**, no later than **April 7, 2023**:

- a cover letter,
- resume,
- a list of relevant coursework
- and **three professional** references.

A copy of an unofficial transcript may be requested during the interview process.

Candidate packets will be reviewed and considered on a rolling basis so interested candidates are encouraged to submit application as early as possible.

Please include position title and posting number on your submission.

Summer Intern **FY23-019**

The application package should be submitted to:

CTR-HR@mass.gov

Required Background Check – Including Tax Compliance:

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

Candidates should be aware of this requirement but should also understand 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 Commonwealth of Massachusetts, 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 provided by a candidate may be contacted in the course of completing a full background and qualification check.

Further Information:

To learn more about the Office of the Comptroller, please visit our website

(<https://www.macomptroller.org/>)

follow us on LinkedIn (<https://www.linkedin.com/company/macomptroller/>) and Twitter

(https://twitter.com/MA_Comptroller)!

For questions, please reach out to CTR's Intern Program Manager Aprel McCabe at

Aprel.Mccabe2@mass.gov.