



WILLIAM McNAMARA  
COMPTROLLER

# Commonwealth of Massachusetts

## OFFICE OF THE COMPTROLLER

ONE ASHBURTON PLACE, 9TH FLOOR  
BOSTON, MASSACHUSETTS 02108  
(617) 727-5000  
MACOMPTROLLER.ORG



### OFFICE of the COMPTROLLER

#### Statewide Vendor/Customer Team

#### Vendor Coordinator/Program Coordinator II

#### JOB POSTING FY23-024

##### About the Office of the Comptroller

The Office of the Comptroller ensures that the more than \$50 billion in annual transactions authorized by the general appropriations act and supplemental appropriations are executed in accordance with all statutory requirements and recorded in compliance with accounting standards. We also oversee capital assets, federal funding inflows, and other transactions. We also own and maintain statewide payments and payroll systems, safeguarding critical financial information. We operate in support of our partners, the financial staff at more than 150 departments and agencies across the Commonwealth.

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.

##### Position Summary

CTR is seeking qualified candidates for consideration to fill a Vendor Coordinator/ Program Coordinator II position reporting to the Vendor/Customer Team Manager. The employee will work independently and with other team members by assisting with the Quality Assurance (QA) review of general, complex and high-risk transactions associated with vendor and customer registration information in compliance with CTR's daily efforts to mitigate the risks of fraud, waste, and abuse.

##### Specific Duties Include:

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

## **Vendor Coordinator (Program Coordinator II)**

**FY23-025 Posting**

**March 17, 2023**

- Use Commonwealth's financial system, MMARS (Massachusetts Management Accounting and Reporting System) to provide timely and accurate processing of registrations or modifications to VCUST and related table entries;
- Retain intimate knowledge of the Vendor/Customer W9 policy;
- Securely receive, transmit and retain documents with PII;
- Serve as the business unit Subject Matter Expert (SME);
- Conduct independent third-party verification of data change request;
- Coordinate return of documents incorrectly submitted by agencies and departments of state government;
- Communicate with state agency and department staff members, as needed;
- Assist with daily preparation, scanning and validation of documents;
- Use both MMARS and the Commonwealth's Information Warehouse (CIW) to research actions taken on VCUST codes to assist in the resolution of contracting and payment issues;
- Demonstrates proficiency in the use of desktop tools, programs, applications, and systems to meet Team processing and accounting goals and objectives. (These include but are not limited to: MMARS, Word, Access, Excel, CIW, Power-Point, DocuSign, SharePoint, etc.);
- Adhere to guidelines for the safe and secure retention and disposal of paper and electronic documents consistent with Comptroller policy and procedures;
- Recommend actions to streamline business processes to ensure efficiency and data integrity;
- Immediately raise questionable actions, requests or potential errors or issues to the attention of the team manager and/or Assistant Comptroller;
- Run and distribute to team members daily workflow reports Treasury interface and the VCUST query;
- Train new and coach new team members and interns;
- Assist with the annual 1099 return process and IRS B-Notice corrections;
- Primary contact for vendor overpayment recoveries and all related activities;
- Work with Payment Unit to create VCC and VCM transactions for S&J and LMRF payments;
- Assist Statewide Vendor/Customer Manager and Assistant Comptroller in analysis of data as needed;
- Participate in the completion of special projects that occur from time to time;
- Actively assist Team Leadership with cross training, knowledge transfer, disaster recovery, risk assessment and internal control review;
- Read CTR memos, updates, and attend annual internal control, risk and fraud prevention trainings;
- Contribute to the overall CTR work environment in a positive, respectful, and cooperative fashion; and
- All employees of CTR may be asked to engage in other assignments, on a as needed basis.

### **Required Qualifications:**

- Excellent professional verbal and communication skills;
- Ability to communicate with clarity; ability to provide instruction in a precise and understandable manner.
- Impeccable attention to detail;
- Superior time management to meet strict deadlines
- Proven ability to complete tasks and assignments timely and with accuracy;
- Ability to pivot to address items requiring immediate attention;
- Proven ability to multitask with accuracy;

**Vendor Coordinator (Program Coordinator II)**

**FY23-025 Posting**

**March 17, 2023**

- Ability to contribute and work productively as part of a team and equally as an individual contributor;
- Ability to think big, work smart, and do the small stuff well while staying focused on the big picture;
- Exceptional organizational skills;
- Positive attitude;
- Self-starter;
- Willingness to learn new processes;
- Ability to understand new software and hardware functionality;
- Capacity to plan, and coordinate with other team members; and
- Proficiency in Windows applications such as Word, Access, Excel, Outlook.

**Preferred Qualifications:**

- Educational experience, internship, or other experience with business process; improvement, change management, technology integration,
- Experience with professional, business communications, and
- Project management experience

Demonstrates proficiency in the use of tools required to accomplish assignments, including, but not limited to:

- MMARS and CIW
- Office 365 including Word, Excel, Power Point, Teams, Outlook, SharePoint
- DocuSign and Adobe Sign
- Vendor Web
- GIACT and other third-party applications

**Minimum Entrance Requirements:**

Applicants must have at least (A) three years of full-time, or equivalent part-time, professional, administrative, administrative, or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) any equivalent combination of the required experience and the substitutions below:

**Substitutions**

- I. A Bachelor's degree with a major in business administration, business management, or public administration may be substituted for a maximum of two years of the required (A) experience. \*
- II. A Graduate degree with a major in business administration, business management or public administration may be substituted for the required experience \*
- III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience. \*

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

**Vendor Coordinator (Program Coordinator II)**  
**FY23-025 Posting**  
**March 17, 2023**

**Salary Range:**                   \$ 62, 268.18 - \$ 89,143.08

Salary range is per the Unit 6 Collective Bargaining Agreement between the Commonwealth of Massachusetts and the National Association of Government Employees. This position is a Vendor Coordinator/Program Coordinator II Grade 12. Salary is determined in accordance with the collective bargaining agreement and Commonwealth hiring guidelines.

**Benefits Package:**

CTR 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 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.

CTR 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/>

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

**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.

**Commitment to Diversity:**

CTR is committed to building a diverse staff at all levels across its entire agency.

CTR IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**Application Process:**

**Vendor Coordinator (Program Coordinator II)**

**FY23-025 Posting**

**March 17, 2023**

The Office of the Comptroller encourages interested candidates that meet the minimum entrance requirements and qualifications to apply for this position.

Interested candidates should submit a cover letter, resume and a list of three professional references by **E-mail** no later than 5:00 pm, **March 31, 2023**.

Please include position title and posting number in the subject line of your submission. The application package should be submitted to:

[CTR-HR@Massmail.State.Ma.Us](mailto:CTR-HR@Massmail.State.Ma.Us)

Late submissions may be considered solely at the discretion of CTR.

**Required Background Check – Including Tax Compliance:**

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

Candidates should know that the 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 Department of Revenue state tax compliance verification 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.

**Further Information:**

To learn more about the Office of the Comptroller please visit our website, <http://www.mass.gov/comptroller/> and follow us on Twitter! [https://twitter.com/MA\\_Comptroller](https://twitter.com/MA_Comptroller).

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