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COMPTROLLER

Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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OFFICE of the COMPTROLLER

Executive and Administration Team-Operations

Chief Financial Officer (CFO)

JOB POSTING FY23-018A

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

The Chief Financial Officer (CFO) maintains the day-to-day operations of the agency while planning for the future and ensuring the agency's operations are meeting its mission. The CFO is responsible for financial management and oversight of all department resources totaling \$20 million. The budget includes a payroll of \$14 million that supports approximately 130 employees. Duties and responsibilities include budgeting, accounting, finance, procurement, compliance, and facilities management. The CFO serves as a key advisor to the Chief Operating Officer (COO) in all areas relating to operational, personnel, budget and finance policies. The CFO provides policy guidance and advice to the COO and support to CTR senior management and staff within and across CTR teams, as well as on projects of sensitivity or policy impact. The CFO directly oversees three employees across three units and provides management oversight to the operations of these units.

This position requires a self-starter with the following capabilities and attributes: impeccable attention to detail; superior time management and multitasking skills; ability to cultivate productive and efficient teamwork among staff; positive attitude; capacity to remain flexible and learn new standards and guidelines as necessary; the ability to work well under pressure and be able to communicate clearly and effectively in all business interactions and relationships.

The successful candidate must have an established professional record of accomplishment which reflects the willingness and ability to look beyond the current duties and functions, to identify opportunities for innovation and to provide leadership to take advantage of those opportunities.

The successful candidate must have excellent customer service skills and a dedication to helping constituents resolve problems and remain compliant with all relevant policies and procedures.

Specific Duties Include:

The CFO is responsible for all aspects of agency Accounting, Procurement, Budgeting areas.

- Oversees the office's accounting operations. This includes providing management oversight and direct support when needed.
- Oversees the procurement unit for the office. Provides oversight for procurement operations and support when needed.
- Primary advisor to the COO and Comptroller on all financial related matters.
- Works to establish operating and capital budgets.
- Supports communications with Executive Office for Administration and Finance (A&F) and the legislature on the office's budget priorities.
- Ensures that the office's priorities are reflected in the Governor's budget, Spending Plans, and General Appropriations Act (GAA).
- Provides policy guidance and advice to the COO and support to CTR senior management and staff within and across the office, as well as on projects of sensitivity or policy impact.
- Assists CTR divisions on all audits or reviews, with the State Auditor, Office of the Inspector General (OIG), etc., to help ensure that they go smoothly, and that we maintain excellent relations with them.
- Reviews and updates the Policies and Procedures Manuals prepared by the Operations team, and addresses risk assessment and internal control issues.
- Works with the Chief Information Officer (CIO) in implementing specific technology initiatives and proposes technology solutions when appropriate.
- Works with the Chief Human Resources Officer (CHRO) to manage budgetary aspect of human resources, including payroll allocations and employee reimbursement.
- Assign work and projects while monitoring workflow and evaluating methods and procedures.
- Meet regularly with team to assess business issues and corrective actions.
- Prepare performance evaluations for direct reporting bargaining unit staff.

- Identify priorities, assignment of duties and responsibilities of the unit staff.
- Collaborate with leadership to develop and support unit staff.
- Understand and utilize MMARS and the Commonwealth Information Warehouse (CIW) and other applications and enterprise-wide systems to support the team's operational needs.
- Develop and expand business metrics to report the results of the Comptroller's strategic initiatives and support transparency initiatives.
- Develop and maintain thorough knowledge of the responsibilities of all CTR business units.
- Understand and enforce compliance with all CTR regulations, policies, and procedures.

Required Skills

- Demonstrated supervisory experience. This includes planning and assigning work by assessing the nature of the job to be accomplished, the capabilities of subordinates and available resources; conducting periodic staff reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; and, determining the need for disciplinary action and either recommending or initiating disciplinary action.
- Proven ability to communicate clearly and precisely in oral and written form. Candidates must provide business writing samples, see below.
- Strong interpersonal skills.
- Ability to work professionally with persons at all levels.
- Ability to manage and execute multiple tasks and responsibilities.
- Strong problem solving and conflict resolution skills and the ability to identify corrective action.
- Strong organizational and time management skills.
- Impeccable attention to detail.

Preferred Qualifications:

- High level of management experience and skill in administration of a complex public agency.
- Ability to manage IT systems and communicate with IT staff about operational needs.
- Demonstrated track record of organizing, implementing, and managing complex management systems.
- Knowledge of Massachusetts State Finance Laws.
- Graduate degree with major concentration in public administration, business administration or accounting is preferred.

- Extensive knowledge and experience in the following: public accounting and management techniques, quantitative analysis, computer theory and applications, budgeting and personnel management.
- Strong knowledge and experience utilizing MMARS, the Commonwealth Information Warehouse and Microsoft Office (intermediate to advanced Access and Excel is required).
- Thorough knowledge of Massachusetts rules and regulations related to tax reporting and banking rules.
- Experience as a supervisor of bargaining unit staff.

Minimum Entrance Requirements:

Applicants must have at least five (5) years of full-time, or equivalent part-time, professional, administrative, supervisory or managerial experience in the fields of accounting or financial management (includes: budgeting, accounting, auditing, management analysis, program evaluation, financial reporting or program results). Project management experience may be considered to meet some or all of this requirement based upon specific project information and details.

Salary Range: \$ 115,000 - \$125,000

This is a management level VI position. Salary is commensurate with experience.

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.

This is a management position. The successful candidate will be an employee at will. This position is non-civil service and not covered by a collective bargaining agreement. This position is an exempt position.

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. This position may be eligible for the federal Public Service Loan Forgiveness (PSLF) program administered by the Federal Government.

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

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 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.

Application Process:

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

Interested candidates must submit, by **e-mail** no later than 5:00 pm, **April 4, 2023**.

- a cover letter,
- resume,
- three business writing samples, and
- contact information and context of relationship for three professional references.

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FY23-018
March 21, 2023

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

CTR-HR@mass.gov

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

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.