



Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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WILLIAM McNAMARA
COMPTROLLER

OFFICE of the COMPTROLLER (CTR)

Statewide Payroll Accounting Generalist, Program Coordinator II

FY 2023-025

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.

Statewide Payroll Responsibilities

The Statewide Payroll Team ensures that the Commonwealth's payroll system pays all employees on time, accurately, and efficiently. Additionally, the team works with departments across the Commonwealth of Massachusetts to ensure that payroll expenditures are posted to suitable accounts, and within their budgets.

The Statewide Payroll Team implements payroll policies consistently across multiple systems, ensuring proper maintenance and reliability. The team is a resource for payroll personnel across the Commonwealth to ensure that they have the resources and knowledge to process payroll at their departments.

Position Summary

CTR is seeking qualified candidates for consideration to fill one, full-time (37.5 hours/week) Program Coordinator II on the Statewide Payroll Team. Under the supervision of the Statewide Payroll Officer,

this position functions as a Payroll Accounting Generalist and performs various payroll and payroll accounting activities with a focus on data quality assurance.

Specific Duties

The specific duties of this position include but are not limited to the following:

- Support analyst for compliance with the measuring of full-time employment and reporting under the Employer Shared Responsibility provision of the Affordable Care Act (ACA)
- Ability to use a series of queries and reports to identify data issues.
- Ability to create queries and other data analysis for data quality assurance.
- Receive and respond to inquiries or tickets from department HR/Payroll staff.
- Assist departments with correcting any payroll funding availability issues prior to payroll processing. Ensure departmental communication is timely and informative. Troubleshoot departmental employee distribution and department's understanding of distribution documents.
- Recommend actions including enhancements and system corrections to streamline business processes to ensure efficiency and data integrity.
- Participate and assist in systems integration and inter-operational functions and activities for payroll – related projects undertaken by the Office of the Comptroller and partner departments.
- Execute acceptance testing for changes to HR/CMS, LCM and MMARS
- Demonstrates proficiency in the use of desktop tools, programs, applications, and systems to meet Payroll Team processing and accounting goals and objectives. These include but are not limited to: MMARS, Word, Access, Excel, CIW, PowerPoint, etc.
- Update HR/CMS job aids, instructions, and weekly bulletins
- Participate in meetings with other agencies' technical staff to provide technical assistance involving their business and informational needs and requirements for payroll processing and assist them in finding applications to meet these requirements.
- Immediately raise questionable actions, requests or potential errors or issues to the attention of your supervisor, manager, or director
- Responsible for day-to-day operational needs.
- Remain current with CTR policies and procedures, read CTR memos, updates, attend annual internal control, risk, and fraud prevention trainings.
- Ability to understand and apply pertinent state/federal laws, rules, and regulations.
- Interact cooperatively and professionally with colleagues at the Comptroller's Office and other state departments and agencies.
- Ability to work with other team members in a dynamic work environment.
- Excellent communication skills – both verbal and written.
- Actively assist CTR Team Leadership with cross training, knowledge transfer, disaster recovery, risk assessment and internal control review.
- All employees of CTR may be asked to engage in other administrative or fiscal process assignments on an as needed basis.

Capabilities and Attributes:

- A self-starter
- strong communication skills;
- impeccable attention to detail;
- superior time management;
- proven multitasking ability;
- ability to contribute and work productively as part of a team and equally as an individual contributor;
- positive attitude;
- capacity to remain flexible and learn new standards and guidelines as necessary; and
- ability to work well under pressure.

Minimum Entrance Requirements:

Applicants must have at least (A) three years of full-time, or equivalent part-time, professional, 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.

Preferred Qualifications:

- Bachelor's degree or higher in business management or business administration with a concentration in accounting.
- Advanced Microsoft Excel user: demonstrated ability to create spreadsheets that incorporate advanced Excel features and formulas
- Working knowledge of the Commonwealth's HR/Payroll system (HRCMS)
- Working knowledge of the Commonwealth's Finance/labor cost distribution system (MMARS/LCM)

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- Working knowledge of the Commonwealth Information Warehouse (CIW) or other warehouse solution.

Bargaining Unit / Salary Range

NAGE UNIT 6 / Grade 12: \$62,268.18 - \$89,143.08

As per the Unit 6 Collective Bargaining Agreement between the Commonwealth of Massachusetts and the National Association of Government Employees. The range is based upon a series of steps. Any potential offer is determined based upon an analysis of the minimum entrance requirements, the candidate's relevant work experience and educational achievement level.

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. Details of the various plans and the cost split between employer and employee may be reviewed by looking at the Group Insurance website, <https://www.mass.gov/orgs/group-insurance-commission> and/or as part of the interview process.

CTR employees also participate in the Commonwealth's State Retirement Plan, which may 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.

CTR Hybrid-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:

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 their materials electronically, by **E-mail** no later than 5:00 pm, on **March 31, 2023**.

Submissions should include the following:

- a cover letter; and
- resume.

Candidates chosen to advance to a second-round interview will also be required to submit:

- three business writing samples; and
- three professional references.

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

CTR-HR@mass.gov

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,

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- Federal IRS and
- Commonwealth Department of Revenue state tax compliance.

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.

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.

Further Information:

Please visit <https://www.macomptroller.org> for more information about the Office of the Comptroller.