



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 (CTR)

Statewide Payments and Tax Reporting Program

Coordinator III, Specialized Payments Coordinator

FY 2023- 020

About the Office of the Comptroller

The Office of the Comptroller of the Commonwealth of Massachusetts (CTR) is an independent and apolitical agency charged with overseeing the Commonwealth's financial systems, preparing the annual financial reporting, and managing the external single audit process. In Fiscal Year 2021 CTR oversaw approximately \$95 billion in spending. In addition, CTR oversees the Commonwealth's General Ledger, payroll and vendor management, trains state employees on risk mitigation and operates the Commonwealth's financial system.

As stewards of the public trust, CTR aspires 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 Payments and Tax Reporting Responsibilities

The Statewide Payments and Tax Reporting Team is responsible for the review, approval, management, and maintenance of all the Commonwealth's payments issued through MMARS. It makes specialized central payments on behalf of the Commonwealth, including settlements and judgements, Liability Management and Reduction Fund (tort payments), prior year deficiencies and payments to other legislatively authorized entities. It creates the Warrant for the Governor's Council. It manages the statewide procurement card (P-Card) program and department emergency bank accounts (DynaCash). In addition, it manages all matters regarding tax reportable income reported to the Internal Revenue Service, Social Security Administration, and/or the Massachusetts Department of Revenue

Position Summary

CTR is seeking qualified candidates for consideration to fill one, full-time (37.5 hours/week) Program Coordinator III on the Statewide Payments and Tax Reporting Team. Under the supervision of the Statewide Payments and Tax Reporting Officer, this position performs various payments activities.

Specific Duties

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

- Prepares monthly, quarterly, and annual reports that pertain to Liability Management Reduction Fund (LMRF), and Settlement & Judgements (S&J), and Late Penalty Interest, including Fiscal Year Memos and reports to the legislature.
- Responsible for coordinating and processing, payments and assessments related to LMRF, and S&J.
- Assists departments in resolving issues/concerns/related to the preparation and submission of the backup documentation to ensure timely payment of LMRF and S&J.
- Coordinate yearly LMRF premium calculation and chargeback process.
- Participate in meetings with other agencies to discuss and solve issues relating to LMRF and S&J.
- Work closely with Vendor Team on managing vendor information for LMRF and S&J.
- Responsible for reviewing and updating Policy & Procedures pertaining to LMRF and S&J on a yearly basis.
- Serve as Intergovernmental Business subject matter expert (SME).
- Provides policy guidance on statewide chargebacks and resolves disputes between agencies as necessary.
- Monitors and ensures chargeback accounts are settled between agencies on or before the FY closes.
- Assists departments in resolving issues/concerns/related to the preparation and submission of the backup documentation to ensure timely payment of LMRF and S&J.
- Responsible for reviewing and updating Policy, Procedures and job aids pertaining to Intergovernmental business.
- Participate in close/open activities as assigned.
- Interact cooperatively and professionally with colleagues at the Comptroller's Office and other state departments and agencies.
- Ability to work independently to accomplish tasks.
- Ability to work with other team members in a dynamic work environment.
- Ability to work with multiple and changing priorities.
- Excellent communication skills – both verbal and written.
- Ability to understand and apply pertinent state/federal laws, rules and regulations.
- Ability to be flexible and adapt to process change
- Highly proficient with Microsoft Word, Access, and other query tools including SQL.

- All employees of CTR may be asked to engage in other administrative or fiscal process assignments on an as needed basis.

Capabilities and Attributes:

This position requires a self-starter with the following capabilities and attributes:

- 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) four 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) of which at least one year must have been in supervisory capacity, or (C) any equivalent combination of the required experience and the substitution below.

SUBSTITUTIONS:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for maximum of two years of required (A) experience. *

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration maybe be substituted for a maximum of one year of the required (A) experience.

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

NOTE: No substitutions will be permitted for the required (B) experience.

Preferred Qualifications:

- 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 Information Warehouse (CIW) or other warehouse solution.

Bargaining Unit / Salary Range

NAGE UNIT 6 / Grade 14: \$68,016.52 - \$98,517.12

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.

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.

COVID-19 Vaccination Requirement

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 boosters in accordance with 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 before their start date.

Details relating to how to comply with this requirement which includes weekly testing may be discussed with CTR's Chief Human Resources Officer during the selection process.

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 **February 7, 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,
- 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.