



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)

Financial Student Internship Program - Summer 2024

FY24 - 021

About the Office of the Comptroller

The Office of the Comptroller (CTR) 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.

Summer Program Summary

CTR is seeking qualified candidates to participate in our 2024 Student Internship Program. This program provides professional work experience for associate, 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. This internship provides several professional career paths to explore when considering a career in public finance, accounting, auditing, and business systems.

The internship program will run from approximately **June 10, 2024, through August 2, 2024**. 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 independently and collaboratively with other interns and CTR staff. This program's successful design helps develop an internship experience for a future work path, whether at CTR or elsewhere, for students that may not have otherwise considered the public sector as an employer.

CTR values providing students with hands-on professional experience, integral to our role as a public employer. Interns will join dedicated teams, engaging discipline-specific tasks. The program includes mandatory participation in group activities like public policy discussions, a speaker series, shadowing opportunities, and presentation preparation. Successful candidates demonstrate both independence and collaborative work skills. This well-designed program aims to shape a meaningful internship experience, fostering future career paths, especially for those who may not have initially considered the public sector as an employer.

Enthusiasm, Eagerness to Learn & Professionalism

Passion for a specific field, a strong desire to learn, and a professional attitude often outweigh prior experience for student interns. 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.

Applicants should review the teams and position descriptions below and identify their preferred position in their cover letter.

Available Internships:

- **Statewide General Accounting (SGA)**—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.
- **Statewide Financial Reporting (SFR)**— Statewide Financial Reporting (SFR) engages in the timely preparation of the Commonwealth's SBFR and ACFR, various financial reports and filings for the Commonwealth of Massachusetts to internal and external entities, including the general public. The intern will participate in the preparation of financial reports and assist in preparing or improving the supporting documentation process, assist in updating current policies, perform financial analysis, as well as conduct program analysis.
- **Statewide Contracts/ISAs, Vendors, Non-Tax Revenue** - Interest in the transfer of goods, services, and money through statewide contracts and learning the important process of obtaining benefits by leveraging the Commonwealth's buying power, solicitation process, contract

expertise, vendor management and oversight, and the availability of environmentally preferable products.

- **Business Enterprise Systems Transformation (BEST) Program**— The Commonwealth of Massachusetts is undertaking a multi-year project known as the Business Enterprise Systems Transformation (BEST) Program to implement a comprehensive Enterprise Resource Planning (ERP) financial software solution and implement best business practices and workflows supported by modern technology. The BEST financial solution will support a wide range of business functions used by over 159 state agencies. There will be two BEST positions available: Organizational Change Management/Communications and Finance/Technical.

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 \$19.50 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.

Relatives of CTR Employees

Applicants who are relatives of current CTR employees will not be considered for the Student Internship Program.

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

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 **March 14, 2024**:

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

The application package should be submitted to: CTR-HR@Mass.gov. Please include position title and posting number (Summer Intern FY24-021) on the email subject line.

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.

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, 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.

Further Information:

CTR Summer 2023-2024 Internship Program

FY24-021

February 15, 2024

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

Interested in the BEST program? Visit the program's [website](#) at for more information.

For questions, please reach out to CTR's Intern Program Manager Aprel McCabe at Aprel.Mccabe2@mass.gov.