



# Commonwealth of Massachusetts

## OFFICE OF THE COMPTROLLER

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



WILLIAM McNAMARA  
COMPTROLLER

### OFFICE of the COMPTROLLER (CTR)

#### *Executive Assistant to the Comptroller*

**FY25 - 016**

#### **About the Office of the Comptroller**

The Office of the Comptroller oversees the Commonwealth's financial systems, promoting integrity, mitigating risk, and providing accurate reporting and promoting transparency to illustrate the financial health of Massachusetts. The Office is an independent and non-partisan department of 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**

This position is the Executive Assistant (EA) to the Comptroller of the Commonwealth, who is appointed by the Governor to lead the Office. CTR is seeking qualified candidates for consideration to fill this single full-time (37.5 hours/week) role. The Executive Assistant also supports the Chief Operating Officer (COO) of the Office, who is the most senior leader reporting to the Comptroller.

This support encompasses daily activities that ensure executive operations run efficiently, including but not limited to scheduling, calendar management, correspondence, and communications. The Executive Assistant frequently interacts with CTR's Senior and Leadership teams. In addition, because the Office of the Comptroller has a statewide role working with more than 150 departments, the EA will interact with multiple staff and management across the Commonwealth, including Cabinet-level officials, elected officials, and staff at all levels.

In addition, the EA provides more limited support to a small group of senior leaders who report to the Comptroller and the COO.

This position demands excellent communication and writing skills, impeccable attention to details, strong ability to multitask with accuracy, and exceptional interpersonal skills that foster collaboration and builds relationships across the Office and with CTR external partners.

### **Specific Duties**

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

- Manages scheduling for the Comptroller and COO, including but not limited to scheduling meetings, calls, and conferences.
- Responsible for managing, reviewing, creating, and distributing CTR Executive correspondence as directed
- Manages agendas, mail, email, and other CTR executive logistics
- Performs administrative and office support including file management, content workflows, and database management
- Actively manages data related to key contacts at more than 150 agencies
- Coordinates and attends key team and public meetings as required
- Exercises discretion and maintains professionalism and confidentiality with all materials
- Performs other projects and work, as assigned.

### **Capabilities and Attributes:**

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

- excellent communication skills
- impeccable attention to detail
- superior time management
- proven ability to multitask with accuracy
- 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.

**Required Qualifications**

- Proven ability to handle confidential information with discretion, be adaptable to various competing demands
- Experience supporting executive level teams
- Experience developing and maintaining internal processes and filing systems
- Demonstrated strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Experience using the Microsoft Office suite of tools
- Ability to successfully manage tracking systems for letters, reports, and filings
- Positive attitude
- Team player, capable of being an individual contributor

**Preferred Qualifications:**

- Experience with digital signature tools and workflows such as Adobe Sign and DocuSign
- Experience using and managing databases
- Ability to read and comprehend policies and procedures

**Minimum Entrance Requirements:**

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, professional internship, administrative, supervisory, or managerial experience in:

Administrator and Program Manager: Business administration, business management, public administration, public management, clinical administration or clinical management

Executive Assistant to the Comptroller  
FY25 - 016  
January 9, 2025

Some of the required professional experience may be substituted with specific academic degrees.

**Salary Range:** \$ 85,000 - \$105,000

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

**Comprehensive Benefits Package:**

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

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.

**CTR Hybrid-Work Model**

CTR operates under a Hybrid work model. 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.

This position may also require more time in the office than the general requirement; for example, for coordinating major meetings on-site.

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.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law.

CTR is an Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

**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 **January 23, 2025**.

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:

- a writing sample; and
- three professional references.

Please include position title and posting number (**FY25-016**) in the subject line of your submission. Your application package should be submitted to:

[CTR-HR@mass.gov](mailto: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,
- 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.

**Further Information:**

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