



Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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COMPTROLLER

Office of the Comptroller Statewide Payroll Team (SPT) Statewide Payroll Officer Job Posting FY20, 009-00256029

About the Office of the Comptroller

The Office of the Comptroller (CTR) is an Independent, Executive Level Agency. Our mission is to promote accountability, integrity, and clarity in Commonwealth business, fiscal, and administrative enterprises. We strive to be a model for good government and to protect public resources by mitigating the risk of fraud, waste, and abuse while promoting transparency. Our core values include: Teamwork, Communication, Excellence, Service and Trust.

Position to Fill - Statewide Payroll Officer

CTR is seeking a qualified candidate for consideration in order to fill a Statewide Payroll Officer position in the Statewide Payroll Team. The Statewide Payroll Officer reports to the Assistant Comptroller for Payroll and Payments. This position will manage the operations of the Statewide Payroll Team and Statewide Payroll processing.

As part of the Comptroller Leadership team, the Statewide Payroll Officer provides leadership with analysis of the needs assessments as well as recommendations to improve offerings, techniques, and technology.

The position requires a self-starter with the following capabilities and attributes: Strong interpersonal and communication skills; demonstrated ability to articulate complex issues across all levels of management and organizations; impeccable attention to detail; superior time management and multitasking skills; ability to contribute and work productively as part of a team; positive attitude; capacity to remain flexible and learn new standards and guidelines as necessary; and the ability to work well under pressure; some travel may be required.

Specific Duties Include:

- **Manage, coordinate, oversee and supervise the entire operation of the statewide payroll processing**
 - Ensure payroll production time lines met - HRCMS Payroll errors identified and corrected prior to payroll running
 - Centrally manage statewide Garnishment processing
 - Review Payroll Iterative Reports and ensure department notification for correction.
 - Ensure and monitor the number of prior period adjustments and overpayments are below 5% of payroll.
 - Reconcile quarterly tax reporting, keep the number of Medicare exemption errors to less than 1% of Medicare tax totals

- Monitor and work with departments to prevent "Fatal Errors", keep the number of HPAY11 errors to under 100 on payroll Tuesday
- Conduct quarterly Payroll User Group (PUG) meetings and provide the tools, training and information to Departments to increase and maintain Payroll competencies, including testing, upgrading or addressing payroll systems.
- Analyze payroll system changes, define business requirements needed to meet Massachusetts' government needs and consistent with state finance law and all tax and labor requirements and test the system to ensure business requirements are met.
- Review business improvements and request changes to current practice, including the streamlining of Payroll Vendor processing, review of new technology and recommending long range business visions
- Define better Commonwealth Information Warehouse (CIW) views for labor history and assist departments in the functionality, especially in managing program code and cost accounting (COA) elements
- Monitor and work with departments to prevent "Fatal Errors", keep the number of HPAY11 errors to under 100 on payroll Tuesday
- **Manage, coordinate, oversee and supervise the entire operation of the statewide payroll accounting**
 - Reduce the frequency of Payroll Rejects by educating departments on use of Labor Cost Management (LCM), monitoring the Predictive Cycles, and highlighting areas of fiscal deficiency
 - Ensure 95 % payroll rejects are cleared within two (2) weeks of original creation.
 - Ensure that position distribution rules are reviewed and approved or rejected within five (5) days of submission of the completed department justification package.
 - Centrally manage all Terminal Leave adjustments on behalf of departments with Federal Grants
- **Ensure Calendar and Fiscal Year End processing is successful and within deadlines**
 - Ensures that W2 iterative processing is produced prior to the January 31 deadline. The number of W2 corrections (W2C) are less than 3% of all W2s. Instructions to departments and employees are clear resulting a minimal (less than 200 calls) number of questions.
 - Ensure that all Calendar specific deductions are ended and reestablished for the new year in accordance with applicable law, regulation or policy
 - Ensure that Split week processing occurs and splits within the margin of acceptable variance as a percentage of total Payroll.
 - Create opening & closing inventory list to be included in the Open/Close Instruction Book.
 - Manage the data loads for PRB tables, roll process for tables/transactions/out year funding. Review policies and procedures and update as needed.
 - Ensure that all known negative balances will be cleared before the end of the Accounts Payable Pay period
- **Manage Statewide Payroll Team Operations**
 - Manage staff in direct department services including Garnishment processing; HRCMS Vendor Management; Federal Grant Terminal Leave adjustments; Payroll Refunds; and LCM Rule Processing

- Manage Staff in system services including report distributions, testing of HRCMS, LCM, MMARS and the CIW; Funds Availability controls; calendar and fiscal year end processes including W-2 issuance and cross-year funding.
- Manage staff to help define system changes such as new earning codes, deduction codes, object codes, etc. to support ongoing business needs.
- Ensure ongoing SPT business is completed within target timeframes, meeting procedural standards.
- Conduct weekly staff meetings to ensure tasks are being accomplished according to assignments and make necessary adjustments task revisions based on priorities.
- Manage staff's productivity by monitoring absences, providing instruction, identifying training needs and encouraging creativity to ever increasing improvement to the payroll bureau business. Identify and assign new projects as necessary.

Minimum Entrance Requirements:

Applicants must have at least five (5) years of full-time, or equivalent part-time, supervisory or managerial experience in business administration, business management, or public administration and (B) of which at least one year must have been in a managerial capacity.

Special Requirements: None

Required Qualifications:

- Bachelor's Degree
- Ability to learn and remain current on new payroll processing application

Preferred Qualifications:

- Master's Degree
- At least ten (10) years Payroll or Accounting experience
- Proficient knowledge of Human Resources Compensation Management System (HR/CMS)
- Proficient knowledge of Labor Cost Management (LCM)

Salary: \$108,000

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 Commission (some benefits may be provided through the union for its members), and optional pre-tax health savings account plans. 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 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

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for additional retirement information: <http://www.mass.gov/treasury/retirement/state-board-of-retire/> .

At this time, CTR also offers Identify Force Credit Monitoring for all members of the CTR Team.

Commitment to Diversity:

CTR is committed to building a diverse team of managers and staff.

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Application Process:

CTR encourages interested candidates that meet the minimum entrance requirements and qualifications to apply for this position. **Submissions will be reviewed on a rolling basis until filled.**

Interested candidates must submit:

- A cover letter,
- Resume,
- A list of Professional References, and
- A Business Writing Sample

By E-mail no later than **Wednesday December 4, 2019**. Please include position title and posting number on your submission. The application package should be submitted to:

By e-mail to: CTR-HR@Mass.gov

Please include the position title and position number in the subject line:

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Required Background Check – Including Tax Compliance:

CTR requires a background check on all prospective employees as a condition of employment.

Candidates should be aware of this requirement but should also know that such 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 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 provided by a candidate may be contacted in the course of completing a full background and qualification check.

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Application Deadline:

The closing date for this position is Wednesday December 4, 2019.

Submissions are due by 5:00PM on the closing date. Late submissions may be considered solely at the discretion of CTR

Applications will be considered on a rolling basis, so Candidates are encouraged to apply as early as possible.

Further Information:

To learn more about CTR please visit our website, <http://www.macomptroller.org> and follow us on Twitter! https://twitter.com/MA_Comptroller.

Those candidates invited to interview will be contacted by a Human Resources Representative 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.