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Commonwealth of Massachusetts

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OFFICE of the COMPTROLLER

Business Enterprise Systems Transformation (BEST) Program

Solutions Functional Lead – Financials

Job Posting FY20, 018-00283571

About the Office of the Comptroller

The Office of the Comptroller (CTR) is an Independent, Executive Level Agency. Our mission is to oversee the Commonwealth's financial systems, promoting integrity, mitigating risk, and providing accurate reporting and promoting transparency to illustrate the financial health of Massachusetts. Our vision is to be a solutions-oriented public agency, promoting innovation and focused on being a national leader in good governance. We are continuously improving the transparency of financial information. As stewards of the public trust, we aspire to inspire confidence by maintaining our core principles: clarity, integrity, and accountability.

CTR is responsible for the processing of approximately \$60 B in annual transactions, including a bi-weekly payroll of approximately 95,000 individuals. The office is organized into several business teams all of which are located within the Boston office.

About Business Enterprise Systems Transformation (BEST) Project

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) software solution that will support a wide range of business functions used by all state agencies. The initial scope of the project is to replace two core applications (MMARS and HR/CMS) that are used by 152 state agencies to support Financial Management and Workforce and Compensation Management with a new solution.

The Financials and HR/Payroll modules are expected to be implemented over an approximate 2-4 year period beginning in the second quarter of Commonwealth Fiscal Year 2021 (October, 2020). Implementation is expected to be in two phases, one for each major module (Financials and HR/Payroll). Implementation timelines and approaches are not fixed at this time and may be modified.

The BEST Program is jointly sponsored by the Secretary for Administration and Finance, the Comptroller of the Commonwealth and the Secretary of Technical Services and Security.

This job posting is being issued through the Office of the Comptroller, as the successful candidate will be employed by the Comptroller's Office.

Position to Fill - Solution Functional Lead – Financials

The Solution Functional Lead – Financials (SFL-F) (VIII)

Salary Range \$115,000 - \$120,000

The SFL-F will provide the leadership, facilitation, analysis and design tasks required to support the replacement of the Commonwealth's existing accounting and financial management and reporting system (MMARS) with the new solution.

The Solution Lead will be a member of the project's PMO and will oversee teams comprised of project and department staff assigned full time and part time to the project. There will be three primary areas of responsibility:

1. **Visioning** – Solution Lead will work with current users and administrators of MMARS as well as users of other financial systems that support Commonwealth business to identify opportunities for process improvement where users are not able to perform daily business functions smoothly or easily, reasons why adjunct systems or spreadsheets are used, and where heavy paper processing or redundant actions are currently necessary; identify areas where available technology could enhance the user experience; suggest improvements in the current Chart of Accounts to support better reporting and management; and identify current reports and new reports or other data analytics that are essential to support business users and managers of an enterprise solution.
2. **Support Software and Implementation Services Procurement** – Work with the PMO, Key Stakeholders and Executive Steering Committee to develop sections of the procurement RFP for software and implementation support related to Visioning outcomes and recommendations, requirements, use cases and/or opportunities for process improvement. Participate in review of vendor responses and product demonstrations.
3. **Application Configuration and Deployment** – Work with project teams, user groups and the selected vendor to review the functionality of the ERP financial management software to determine how that software will be configured to address Commonwealth requirements (Fit Gap Analysis). Working with the product vendor, the Solution Lead will lead software configuration tasks and, if it is determined that additional software

functionality is needed to meet Federal or State mandated public sector requirements, will work with the product vendor, project and user teams to scope out requirements and identify options for solutions.

The SFL-F will work with the other Solution Technical Leads in jointly developing system requirements. The SFL-F will assist in planning and implementing **User Acceptance Testing** (UAT) including developing test cases and scripts with the QA/Test Team, reviewing test results and recommending mitigation for identified issues. In addition, functional team members may be required to participate in testing deliverables from technical teams such as data conversion and interfaces and the Solution Functional Lead will coordinate these tasks with relevant technical team leads.

It is expected that significant business process change from current practices will be identified and that **change management** activities will occupy an important place in the overall success of the project. The SFL-F will work with user groups and the project's Change Management Lead to identify such changes and provide consultation and advice on the change management strategy.

I. Knowledge of:

Accounts Payable

- Vendor maintenance
- Vendor invoicing and customer payment management
- Payment scheduling, processing, issuance and reconciliation
- Managing accounts payable period and end of fiscal year closing

Accounts Receivable and Billing

- Invoice and statement billing
- Recurring, multi-party, renewal and one time billing
- Customer notifications and dunning messages
- Payment plans
- Cash receipts
- Lockbox and web payments
- Debt intercept (offset)

Asset Management

- Creating, approving and adjusting an asset
- Transferring assets
- Depreciation
- Disposal and retirement

- Physical inventory

Budget Control

- Agency and central budget structure and controls
 - Subsidiarized and non-subsidiarized budgets
 - Multi-year budgets
 - Revenue budgets
 - Capital budgets, including project, program and phase controls
 - Appropriated and non-appropriated budgets
- Appropriations controls at various levels (e.g. object class or department)
- Agency budget set up

Budget Development

- Annual agency budget development and tracking
- De-centralized statewide budget development and roll up
- Preparation of Governor's annual budget document
- Spending monitoring and management

Cash Management

- Bank account management
- Cash concentration
- Cash flow management

Contracting and Non-Federal Grants Management

- Contract document transactions
- Contract document management
- Contract life cycle transactions
- Contract life cycle management

Cost Allocation

- Assessment of payroll taxes
- Recording of fringe and indirect costs
- Cost fund splits to appropriate accounts for payment

Debt Payments

- Recording and reporting of debt payments

Encumbrance Management

- Transaction (data entry) – contracts, discounts, purchase orders, ISAs
- Discount management

- Purchase orders and receiving
- Inter-agency service agreement management

Federal Highway Billing

- Accounting set up to support Federal Highway Billing
- Payroll cost accumulation and tracking
- Project cost accumulation and tracking
- Project set-aside
- Labor additive
- Accounting for CIP
- Back end splits
- Credit processing
- Creation of reimbursable payment file for FHWA

Federal Grants

- Federal Grants budget set up (program, project, phase)
- Federal Grants budget management
- Creation of CMIA draw for reimbursable expenditures

Procurement

- Procurement solicitation and bidding
- Vendor catalog management
- Commodity code maintenance
- Procurement/purchase card processing
- Purchasing order processing
- Receiving

Projects

- Project accounting
- Project budgets

Tax Reporting and Withholding

Vendor and Payee Registration and Management

II. Experience with:

1. Differences in financial management policies and procedures across the enterprise, including across the branches of government and between independent and non-independent entities.
2. Leading or participating in Business Process Analyses related to Commonwealth financial functions.

3. Leading or participating in business process re-design, organizational change, process change and user change management in one or more, large scale Commonwealth organizations.
4. Implementing new software in a complex organization.
5. Software development life cycle including requirements identification, design and testing.
6. Project management tools and methodology.
7. Proven leader recognized for communication and management skills.

Required Qualifications:

- Bachelor's Degree or equivalent experience.
- Minimum of 5 years of full-time or equivalent part-time, managerial experience working with finances, budgets or related fields.
- High level of organization and follow-up.
- Well-developed system analysis skills.
- Excellent written and verbal communication and interpersonal skills.
- Ability to provide solid and informed advice and counsel.
- Understanding of and comfort with working in a project environment.
- Positive and engaging persona, excited about this once in a career, transformative change opportunity.

Preferred Qualifications:

- Experience with a complex project, similar to the complexity of BEST.
- Proven experience collaborating with business owners, information architects, agency financial leaders, and end users.

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. 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. Please follow this link for additional retirement information:

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

CTR also offers Identify Force Credit Monitoring for all members of its office.

Commitment to Diversity:

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

THE OFFICE OF THE COMPTROLLER IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Application Process & Deadline:

CTR encourages interested candidates that meet the requirements and qualifications to apply for this position. **Submissions will be reviewed on a rolling basis until filled.** Late submissions may be considered solely at the discretion of CTR.

Interested candidates must submit:

- A cover letter,
- Resume,
- Three professional references, and
- Three business writing samples that demonstrate an ability to effectively communicate in a business environment.

Please include the position title and posting number in the subject line: **Solution Functional Lead – Financial, FY20, 018-00283571.** The application package should be submitted by e-mail, no later than **5:00 pm on February 26, 2020,** to: CTR-HR@Mass.gov

Required Background and Qualifications Check – Including Tax Compliance:

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

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.

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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.