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COMPTROLLER

Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

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OFFICE of the COMPTROLLER Statewide Risk Management Team Single and Internal Audit Lead (Auditor IV) JOB POSTING FY20, 021-00040735

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.

Position to Fill – Single and Internal Audit Lead (Auditor IV)

CTR is seeking qualified candidates for consideration in order to fill one, full-time Single and Internal Audit Lead (Auditor IV) position in the Statewide Risk Management Team (SRMT). The position reports to the Assistant Comptroller for Risk. The employee will work independently and with other team members managing the oversight of the IT and Federal Awards portions of the Commonwealth's Single Audit that is conducted by the Commonwealth's independent, external auditors.

The employee will also serve as a lead in conducting internal audits to review the processes of Comptroller business areas, and lead/assist with desk and site reviews of Commonwealth departments and agencies to review their compliance with Comptroller policies, regulations and state finance law.

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

- impeccable attention to detail;
- strong oral and written communications skills;
- demonstrated ability to communicate effectively and make presentations to senior leaders and prepare reports for management control purposes;
- 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 accounting standards as necessary;
- ability to read and interpret rules, regulations and legislation affecting Comptroller and SRMT functions and activities; and
- ability to work well under pressure.

Specific Duties Include:

- Lead for the Team's Single Audit activities:
Ability to accurately and timely research, review and/or compile data for audit and/or compliance purposes;
Serve as the liaison between departments and the Commonwealth's external auditor conducting the Single Audit;
Represent CTR for IT System controls audit;
Monitor the Schedule of Expenditure of Federal Awards (SEFA);
Complete and file the Commonwealth's Single Audit report with the federal clearing house;
Follow up on Prior Year Findings;
Attend and actively contribute at agency entrance/exit conferences and status meetings;
Attend and report on management meetings of CTR/external auditor;
Update tracking and report on the progress of the Single Audit and its components (field work, findings, SEFA, charge back, final report validation, filings, etc.);
Keep up to date on Commonwealth agency requirements per Office of Management and Budget (OMB) circulars, Uniform Guidance, compliance supplements, etc.;
Alert CTR's Federal Grants training group to any new requirements per previous bullet;
Maintain familiarity with the federal draws used by the agencies covered in the Single Audit; and
Other related tasks, as may be assigned.
- Lead/Assist with desk and site review of other state agencies and departments across CTR business areas:
Ability to work both independently and in a team setting with other Comptroller staff
Proven ability to solve complex financial reporting and data issues on a timely basis;
Recommend areas of compliance for review
Perform risk assessments
Develop compliance review and audit plans;
Determine staffing requirements; and
Issue reports for each engagement in consultation with Manager; and
Other related tasks, as may be assigned.

- **Other Assignments and Responsibilities:**

Review internal Comptroller policies and procedures; monitor and report on compliance;

Utilize the Massachusetts Management Accounting and Reporting System (MMARS), the Human Resources/Compensation Management System (HR/CMS) and the Commonwealth Information Warehouse (CIW) to support the Team's short and long range priorities;

Assist state and/or independent auditors, government officials and other parties in utilizing available reports to meet their data needs and requirements;

Participate in the completion of special projects that occur from time to time;

Assist with other assignments that may be required from members of the Comptroller Leadership Team;

Actively assist Team Leadership with cross training, knowledge transfer, disaster recovery, risk assessment and internal control review;

Maintain awareness of and compliance with all CTR operating policies and procedures. Remain current with CTR policies and procedures, read CTR memos, updates, attend annual internal control, risk and fraud prevention trainings;

Immediately raise questionable actions, requests or potential errors or issues to the attention of your supervisor, manager or director; and

Contribute to the overall CTR work environment in a positive, respectful and cooperative fashion.

All employees of CTR may be asked to engage in other assignments on an as needed basis.

Preferred Qualifications:

Preferred candidate will have attained Certified Internal Auditor (CIA) status or will have significant prior experience in the single audit area;

Demonstrated experience in governmental financial reporting with an emphasis on data modeling, accounting or auditing,

Exposure to the State accounting system, MMARS, or a similar enterprise system preferred;

A valid driver's license is preferred, as limited travel within the Greater Boston area and across the Commonwealth of Massachusetts may be required from time to time.

Minimum Entrance Requirements:

Applicants must have at least (A) four years of full-time, or equivalent part-time professional experience in accounting or auditing, of which at least (B) one year must have been in a supervisory, administrative or managerial capacity or (C) any equivalent combination of the required experience and the substitutions below:

SUBSTITUTIONS:

A Bachelor's degree with a major in accounting, business administration or business management may be substituted for a maximum of one year of the required (A) experience.*

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

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed. NOTE: educational substitutions will only be permitted for a maximum of two years of the required (A) experience. No substitutions will be allowed for the required (B) experience.

Salary Range: \$66,980.42 to \$96,568.16 BU6 / Grade 15

As per the Unit 6 Collective Bargaining Agreement between the Commonwealth of Massachusetts and the National Association of Government Employees.

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 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 staff across the entire agency and at all levels.

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

Required Background and Qualifications Check – Including Tax Compliance:

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

The background check process is not initiated until:

- 1) A candidate is invited past a first round interview; and
- 2) The candidate has signed the Background Check Authorization Form and related releases.

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The background check includes:

- 1) A Criminal Offender Record Information (CORI) check,
- 2) A federal IRS compliance verification, for up to 7 years, and
- 3) A Department of Revenue state tax compliance verification.

Candidates with advanced degrees and professional licenses may have these credentials verified.

Individuals other than the references provided by a candidate may be contacted in the course of completing a full background and qualification check.

Application Packet, Filing Email Address & Deadline:

CTR encourages interested candidates that meet the minimum entrance requirements and qualifications to apply for this position.

Interested candidates must submit by E-mail: no later than Tuesday, March 17th, 2020:

- A cover letter,
- Resume,
- Two business writing samples, and
- And three professional references.

The closing date for this position is **5:00 pm on March 17, 2020.**

Please include position title and position number in the subject line for your submission.

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The application packets should be sent to: CTR-HR@mass.gov.

Applications will be considered on a rolling basis, so candidates are encouraged to apply as early as possible. Late submissions may be considered solely at the discretion of CTR.

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.

No Phone Calls Please