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COMPTROLLER

# Commonwealth of Massachusetts

## OFFICE OF THE COMPTROLLER

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### **OFFICE of the COMPTROLLER Statewide Risk Management Team:**

### **Business Management Specialist III**

**JOB POSTING FY20, 014-00175108**

#### **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 – Business Management Specialist III (BMSI II)**

CTR is seeking qualified candidates for consideration in order to fill a, full-time Business Management Specialist III (BMS III) position assigned to the Statewide Risk Management Team (SRMT). The position reports to the Chief Risk Officer. This position is responsible for departmental reviews to determine compliance by Commonwealth departments with state finance law, Comptroller regulations and policies, including those that focus on internal controls. The ability to data mine from the Commonwealth's accounting and payroll systems, to analyze data and report on and draw conclusion are key skills of the job.

Strong analytical, communication and presentation skills, along with experience writing reports and recommendations are critical skills for the successful candidate.

This position requires a self-starter with the following capabilities and attributes: impeccable attention to detail; superior time management and solid 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; and the ability to work well under pressure.

#### **Minimum Entrance Requirements:**

Applicants must have at least (A) three years of full-time, or equivalent part-time professional experience in business administration, business management or finance/accounting, or (B) any equivalent combination of the required experience and substitutions below.

Incumbents may be required to have a current and valid motor vehicle driver's license at a class level specific to assignment

### **SUBSTITUTIONS:**

A Bachelor's degree with a major in business management, finance or a related field may substitute for (2) years of the required experience.\*

A Master's degree or higher with a major in business management, finance or a related field may be substituted the required 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.

### **Required Qualifications / Skills**

- Ability to work both independently and in a team setting with audit and business process personnel.
- High level of organization and follow-up.
- Ability to provide solid and informed advice and recommendations.
- Ability to research, analyze and present accurate information with a recommended range of action steps.
- Ability to establish and maintain liaison relationships with the operational and management teams at state departments.
- Ability to gather information by examining records and documents and through questioning individuals.
- Strong oral and written communication skills and demonstrated ability to communicate effectively, make presentations to members of CTR Leadership, and/or prepare reports for management control purposes.
- Ability to read and interpret rules, regulations and legislation affecting Comptroller and SRMT functions and activities;
- A valid driver's license, as limited travel within the Greater Boston area and across the Commonwealth of Massachusetts may be required from time to time.
- Ability to accurately and timely research, review and/or compile data for audit and/or compliance purposes.

### **Preferred Qualifications / Skills:**

- Four years of experience in one or more of the following: business analysis or operations, data analytics, internal controls, compliance.
- Ability to plan, develop and implement business process assessment review programs; to evaluate the effectiveness of existing control systems, procedures and processes; to provide advice and recommendations for new/improved policies and control processes.
- Knowledge of the principles and practices of risk management, internal controls, and fraud detection/prevention.
- Experience with data analytics and/or visualization tools.
- Experience implementing Comptroller's Internal Control Guide, ERM principles and Fraud Prevention tools in a Commonwealth Agency.

### **Specific Tasks Include:**

- Ability to analyze data and business processes and make recommendations to management on internal controls, compliance, fraud prevention/detection, and risk mitigation.
- Identify and prioritize issues for risk analysis.
- Serve as lead analyst for the statewide Internal Control Questionnaire.
- Review Commonwealth departments' Internal Control Plans.
- Plan, develop and implement compliance reviews that monitor the soundness, reliability and integrity of the Commonwealth's Enterprise Systems.
- Conduct site and desk reviews to determine Commonwealth departments' compliance with state finance law and Comptroller policies and regulations. Produce reports for each review using established standards.
- Provide support and assistance for other audits or reviews by internal/external parties.
- Review departments' policies and procedures to ensure compliance with internal controls and safeguards, especially in relation to fraud prevention and detection.
- Assist SRMT in other areas as assigned by Team leadership (e.g. Single Audit).
- 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.
- 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.
- 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.

**Salary Range:**            \$58,390.54    to    \$83,591.56                    BU6 / Grade 12

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, 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/> .

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 across its entire organization.

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

### **Application Process:**

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

Interested candidates must submit:

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

The application package should be submitted by electronically, no later than **5:00 pm on Friday January 31, 2020**, to [CTR-HR@mass.gov](mailto:CTR-HR@mass.gov).

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

**Business Management Specialist III, FY 20, 014-00175108**

### **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 to a second interview; and
- 2) The candidate has signed the Background Check Authorization Form and related releases.

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 Deadline:**

The closing date for this position is **5:00 pm on Friday, January 31, 2020**. 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](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.**