



# Commonwealth of Massachusetts

## OFFICE OF THE COMPTROLLER

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**OFFICE of the COMPTROLLER (CTR)  
GRADUATE AND UNDERGRADUATE VIRTUAL INTERNSHIP PROGRAM  
Summer 2021  
Job Posting FY21, 004-00050769**

### **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. CTR is responsible for the processing of approximately \$65B in annual transactions, including a bi-weekly payroll of approximately 100,000 individuals. The office is organized into several business teams all of which are located within the Boston office.

### **Summer Program Summary**

The Office of the Comptroller is seeking qualified candidates to participate in CTR's 2021 Summer Virtual Internship Program for Graduate and Undergraduate Students. This program is an important vehicle to provide professional work experience to graduate and undergraduate students as well as providing first hand exposure to the types of career opportunities available within the public sector. CTR provides several professional career paths to explore when considering a career in the area of public finance, accounting, auditing, law, technology, risk management and business systems.

The program will run from approximately **June 7, 2021 to August 6, 2021**. Exact duration of individual's internship may vary depending upon that student's specific academic calendar. CTR is excited to offer internships to students in graduate and undergraduate programs. Compensation will vary depending on educational program level.

CTR considers its ability to provide students with actual work experience in a professional setting to be an important part of its role as a public employer. Interns will be assigned to a Team within CTR and will work within that discipline as well as participate in group activities and projects including but not limited to Policy Round Table Talks, a Speaker Series, a Shadow Program, and presentations. Active participation in program activities is mandatory and is expected to comprise approximately one third of the internship program. Successful candidates will be able to work both collaboratively and independently with other interns and CTR staff. This program has also proven to help develop an internship to work path, whether at CTR or elsewhere, for students that may not have otherwise considered the public sector as an employer of choice.

### **Enthusiasm, Eagerness to Learn & Professionalism**

Enthusiasm about a particular subject area, eagerness to learn and professionalism are often more important for student interns than prior subject matter experience. However, students studying in the primary disciplines that CTR employs are encouraged to include information about relevant education and experience within their application packet. CTR may also assign, reassign or split intern work across various business units based upon its overall business needs.

### **Desired Skills**

Interns should be able to exhibit attention to detail; time management; ability to multitask; ability to contribute and work productively as part of a team; positive attitude; and the capacity to remain flexible and learn new skills as necessary. Candidates are encouraged to apply who have an interest in or experience with one or more of the following skills:

- **Risk, Cybersecurity and Internal Controls**—Ability to analyze business processes, and perform reviews for policy compliance as well as create recommendations to mitigate risk. Also, interest in cybersecurity; curriculum/major in cybersecurity, current public and private challenges.
- **Financial Analysis**—Experience in the development of reports for review of the funds and accounts, which then become the foundation for the preparation of Commonwealth’s internal and external financial reports.
- **Innovation and Support**—Interest in developing modern solutions to improve business processes and customer experience; ability to assist with project management and implementing change.
- **Financial Management**—Ability to assist with fiscal oversight responsibilities, including reviewing service contracts and leases, payments, spending, budgets and revenue authorizations.
- **Payroll**—Interest in Federal and Massachusetts tax laws; interest in compliance with rules and regulations related to public employment and desire to learn the operations/ technology and internal controls over a \$6 billion state payroll.
- **Business Enterprise Systems Transformation (BEST) Program**—Goal is to implement a comprehensive Enterprise Resource Planning (ERP) software solution that will support a wide range of business functions used by all state agencies. Ability to compile information gathered from state agencies, conduct tasks to support major procurement activity, create content summarizing key issues or findings from multiple sources.

### **Hours**

The basic program is designed to run Monday through Friday, except for holidays, on a full time basis, with a compensated workday of 7.5 hours per day (37.5 hours per week). A selected candidate’s exact schedule may be set with the direct supervisor. No overtime, no nights, and no weekend work.

### **Compensation and Benefits**

This is a paid internship program. Hourly compensation will vary depending on educational program level. The rate will be per hour, with the opportunity to earn up to 37.5 hours per week. Interns will be required to document the hours worked each day in the Commonwealth’s Time and Attendance System. This position does not provide any overtime opportunity, the accrual of vacation time or personal time, but does provide the accrual of sick time as required by law.

### **Minimum Qualifications**

Applicants must be enrolled in an undergraduate or graduate degree program for consideration.

### **Access**

If appropriate, and subject to the applicable laws and regulations, CTR will be responsible for providing Intern with tools to use, including access to all program files, systems, software packages, network systems, as required to complete this work order. CTR developments need to be in a secure and protected site that is identified and provided to the intern by CTR. All files and material need to be returned to CTR at the contract end date. Nothing should be developed in a public space.

### **Commitment to Diversity:**

The Office of the Comptroller is committed to building a diverse staff across its entire agency and is an equal opportunity/affirmative action employer.

**Application Process**

The Office of the Comptroller encourages interested students enrolled in a degree program to apply for this Internship Program.

Interested candidates should submit by **E-mail**, no later than March 31, 2021:

- a cover letter,
- resume,
- a list of relevant coursework
- and **three professional** references.

A copy of an unofficial transcript may be requested during the interview process.

Candidate packets will be reviewed and considered on a rolling basis so interested candidates are encouraged to submit application as soon as possible.

Please include position title and posting number on your submission. The application package should be submitted to:

[CTR-HR@Mass.gov](mailto:CTR-HR@Mass.gov)

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

Summer Intern **FY21, 004-00050769**

**Required Background Check – Including Tax Compliance:**

The Office of the Comptroller requires a background check on all prospective employees as a condition of employment.

Candidates should be aware of this requirement but should also understand 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 Commonwealth of Massachusetts, 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.

**Further Information:**

To learn more about the Office of the Comptroller, please visit our website, <https://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 the 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 telephone calls please.