OFFICE of the COMPTROLLER
Statewide Payments and Tax Reporting Team
Program Coordinator I
JOB POSTING FY20, 004 - 00007765

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 – Program Coordinator I
CTR is seeking qualified candidates for consideration in order to fill one, Program Coordinator I position on the Statewide Payments Team. The position reports to the Statewide Payments and Tax Reporting Manager. The employee will work independently and with other team members by working directly with the Payment Team Manager on Federal and State Tax reporting activities and by assisting with the Settlements & Judgments (S&J) payments process.

This position requires a self-starter with the following capabilities and attributes: impeccable attention to detail; superior time management and multitasking skills; exceptional customer service 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.

Specific Duties Include:
Federal and Tax Reporting Responsibilities:
- Prepare annual list of “ad Hoc” or “manual” 1099’s;
- Assist the tax analyst lead for all 1099 tax reporting activity;
- Assist Statewide Payments and Tax Reporting Manager and Assistant Comptroller in analysis of tax data, etc., as needed (confer with user to determine specific business needs/requirements);
- Confirm that TRE biweekly tax payment is reconciled against the appropriate reports;
- Applicable wage and tax reports are generated, reviewed and reconciled for accuracy;
- Maintain a log of all IRS correspondence related to debits and credits for payments, penalties and interests;
Settlement & Judgement Responsibilities:

- Remain current and knowledgeable with CTR Policies regarding Settlements and Judgments;
- Review all claims submitted for completeness;
- Correspond with departments as needed through all phases of claim processing;
- Maintain S&J list for items ready for payment and coordinate claims that are awaiting any type of documentation prior to being ripe for payment;
- Prepare and coordinate claims for processing following procedures approved by the Statewide Payments & Tax Reporting Manager;
- Maintain ready knowledge of financial status of account via MMARS;
- Assist with information regarding timing and value of supplemental funding;
- Review claims for tax compliance;
- Coordinate with the Payroll Team for set up of LCM (Labor Cost Management) rules and tracking claims paid through MMARS;
- Track information excluded from public records disclosure;

Other Duties:

- Assist Statewide Payments and Tax Reporting team with document management, including moving files into electronic format;
- Assist members of the Statewide Payments and Tax Reporting team with daily tasks during peak times of the year, such as end of tax year and end of fiscal year;
- Coordinate annual compliance calendar activities, including working with internal teams to compile data, updating dates and tasks as needed, working with the Communications team to publish to the website;
- Participate in the completion of special projects that occur from time to time;
- Assist in reviewing policies and ensuring they are up to date;
- Assist with other assignments that may be requested from members of the Comptroller’s Office;
- Actively assist Team Leadership with cross training, knowledge transfer, disaster recovery, risk assessment and internal control review;
- Understand and maintain 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;
- Proficiency in Windows applications such as Word, Access, Excel, Outlook; and
- All employees of CTR may be asked to engage in other assignments on an as needed basis.
Qualifications / Skills
- Ability to think big, work smart, and do the small stuff well while staying focused on the big picture;
- Exceptional organizational skills;
- Strong attention to detail;
- Positive attitude;
- Self-starter;
- Willingness to learn new processes; and
- Capacity to plan, and coordinate with other team members.

Preferred Qualifications:
- Educational experience, internship or other experience with business process improvement, change management, technology integration;
- Project management experience;
- Ability to understand new software and hardware functionality;
- Experience with accounting programs; and
- Experience working in government, state, local or federal.

Minimum Entrance Requirements:
Applicants must have at least (A) two years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:
I. A Bachelor's or higher degree with a major in business administration, business management or public administration may be substituted for the required experience.*

II. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Special Requirements: None

Salary Range: $53,055.60 to $75,629.06 BU6/Grade 10

This position is subject to the Collective Bargaining Agreement between the Commonwealth of Massachusetts and the National Association of Government Employees and is classified within Unit 6.
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:

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.

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.

Interested candidates must submit a cover letter, resume and a list of references by e-mail no later than Friday, September 20, 2019. Please include position title and posting number on your submission.

The application package should be submitted to:

By e-mail to:  CTR-HR@Massmail.State.Ma.Us

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.

**Application Deadline:**
The closing date for this position is Friday, September 20, 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](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 the Hiring Manager 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.

**Please no telephone calls**