



# Commonwealth of Massachusetts

## OFFICE OF THE COMPTROLLER

ONE ASHBURTON PLACE, 9TH FLOOR  
BOSTON, MASSACHUSETTS 02108  
(617) 727-5000  
MACOMPTROLLER.ORG



WILLIAM McNAMARA  
COMPTROLLER

### OFFICE of the COMPTROLLER (CTR)

#### Contracts Coordinator, PC III

FY25 - 017

#### About the Office of the Comptroller

The Office of the Comptroller oversees the Commonwealth's financial systems, promoting integrity, mitigating risk, and providing accurate reporting and promoting transparency to illustrate the financial health of Massachusetts. The Office is an independent and non-partisan department of the Commonwealth.

As stewards of the public trust, we aspire to inspire confidence by maintaining our core principles: clarity, integrity, and accountability.

The powers and obligations of the Office of the Comptroller are generally dictated by M.G.L. c. 7A.

#### Statewide Contracts Unit's Responsibilities

The Office of the Comptroller's **Statewide Contracts Unit** reviews and processes contract documents for various services such as professional services, direct care, construction, grants, lease agreements and subsidies with a value over the set department delegation in the state accounting system Massachusetts Management Accounting and Reporting (MMARS). The unit reviews all Intergovernmental Service Agreements (ISAs) and other encumbrance-related transactions. The unit consults and collaborates with other business units concerning expenditure classifications, vendor registration, payments, system upgrades, and instructional job aids for Commonwealth agencies as well as conduct information sessions pertaining to closing and opening the Fiscal Year.

#### Position Summary

The Office of the Comptroller seeks a dynamic professional for a full-time **Contracts Coordinator** position. The position is within the Statewide Contracts Unit and works under the direction and

supervision of the Contracts Team Manager along with the Assistant Comptroller. The Contracts Coordinator works independently and with other team members to provide a high level of support for the secondary review of state department contract encumbrances with values over the set delegated amount and ISAs from various funding sources to a final status. The Contracts Coordinator reviews and processes other related transactions such as encumbrance corrections, paperless submissions, and late encumbrance requests. Under the guidance of senior team members and the Contract Manger, the Contracts Coordinator provides solutions to support efficient Commonwealth fiscal operations and compliance with State Finance Law.

This position is trained by CTR staff and must have the ability to retain an in-depth understanding of all Comptroller policies and procedures, as well as efficiently research contract and system issues related to compliance. The successful candidate must be a self-starter that can multi-task and prioritize workflow; have professional communication skills – verbal and written; patience to accurately review important details; a positive customer service approach to problem solving; professional appearance during in-person and virtual meetings; and assist with special projects as needed.

### **Specific Duties**

The specific duties of this position include but are not limited to the following:

- Daily review of large volumes of contracts and other encumbrances documents across all state agencies to ensure compliance with state finance law, 801 CMRs, and various policies.
- Review and process encumbrance paperless encumbrance transactions in accordance with internal guidelines.
- Validate department Management Accounting and Reporting System (MMARS) financial entries are accurate.
- Provide guidance and instruction to state agencies regarding contract, procurement, and inter-governmental service agreements (ISA) policies and procedures.
- Collaborate with team members to resolve unique issues.
- Utilize the Expenditure Classification Handbook to confirm accurate object class.
- Verify solicitation postings in COMMBUYS.
- Resolve problematic issues either contractual or system to clear Rejected transactions.
- Process assignments in a timely manner.
- Archive contracts in accordance with internal CTR retention standards.
- Attend Comptroller Close/Open Boot Camp Sessions and annual CTR meetings
- Review and update Job Aids and internal review guidance.
- Remain current with CTR policies and procedures, read CTR memos, updates, complete required internal control, risk and fraud prevention trainings.
- Immediately raise questionable actions, requests or potential errors or issues to the attention of the manager.
- 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 relevant assignments on an as needed basis.

**Required Knowledge, Skills, and Abilities:**

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

- Excellent professional verbal and communication skills
- Ability to communicate with clarity; ability to provide instruction in a precise and understandable manner
- Impeccable attention to detail
- Superior time management to meet strict deadlines
- Proven ability to complete tasks and assignments with accuracy
- Ability to pivot to address items requiring immediate attention
- Proven ability to multitask with accuracy
- Ability to contribute and work productively as part of a team and equally as an individual contributor
- Positive attitude
- Ability to gather information by examining records and documents
- Capacity to learn and adhere to new standards and guidelines as necessary
- Ability to work well under pressure
- Ability to provide helpful informed guidance to departments
- Ability to research, analyze and present accurate information with a range of corrective action steps.
- Ability to maintain accurate records both hard copy and electronic.
- Strong working knowledge of Microsoft Windows applications (Word, Excel, Access, Outlook).
- Detailed oriented.
- Ability to exercise sound judgement.

**Preferred Qualifications**

- Thorough knowledge of regulations 801 CMR 21.00, 815 CMR 2.00, 815 CMR 6.00, 815 CMR 10.00 and applicable polices and guidance.
- Understanding and of state finance law M.G.L c. 29
- Thorough knowledge of Commonwealth procurement policies and procedures,.
- Highly skilled in MMARS (CGI Advantage) navigation and strong working knowledge of relevant budgetary tables.
- Advanced computer system skills including Microsoft Office 365 suite, SharePoint, Teams, DocuSign, Adobe Sign and other applications.
- Working knowledge of the MMARS/Warehouse system (CIW) and ability to create queries and produce reports.
- Ability to navigate COMMBUYS to read and retrieve information.

**Minimum Entrance Requirements:**

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

- I. A Bachelor's degree with a major in business administration, business management, or public administration may be substituted for a maximum of two years of the required (A) experience.\*
- II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three of the required (A) experience.\*
- III. 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 (A) experience.\*

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

**Bargaining Unit / Salary Range**

**NAGE UNIT 6 / Grade 14: \$75,773.74 - \$110,808.14**

As per the Unit 6 Collective Bargaining Agreement between the Commonwealth of Massachusetts and the National Association of Government Employees. The range is based upon a series of steps. Any potential offer is determined based upon an analysis of the minimum entrance requirements, the candidate's relevant work experience and educational achievement level.

**Comprehensive Benefits Package:**

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

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.

This is a management position. The successful candidate will be an employee at will. This position is non-civil service and not covered by a collective bargaining agreement. This position is an exempt position.

Contracts Coordinator, PC III  
FY25-017  
February 6, 2025

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.

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/>

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. This position may be eligible for the federal Public Service Loan Forgiveness (PSLF) program administered by the Federal Government.

### **CTR Hybrid-Work Model**

CTR operates under a hybrid work model. Under this policy, employees are currently required to work a minimum of four business days per month (two set by management and two set by the employee) on-site at CTR's Boston office, and may work remotely the remainder of the time at a location approved by their supervisor, so long as they comply with the requirements of the telework policy. Under this policy, all employees must be able to report to the Boston office with little or no notice, even including the same workday should an exigent circumstance arise. Therefore, a reasonable proximity to the office is necessary. CTR does not reimburse for employees to travel to the office.

On-site work is an essential function of this position.

In addition, the successful candidate may be required to work primarily on site in Boston during the initial training and orientation period and/or for certain positions a primarily on-site role may be necessary.

### **Commitment to Diversity:**

CTR is committed to building a diverse staff at all levels across its entire agency.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law.

CTR is an Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

Contracts Coordinator, PC III  
FY25-017  
February 6, 2025

**Application Process:**

The Office of the Comptroller encourages interested candidates that meet the minimum entrance requirements and qualifications to apply for this position.

Interested candidates must submit their materials electronically, by **E-mail** no later than 5:00 pm, on **February 20, 2025**.

Submissions should include the following:

- a cover letter; and
- resume.

Candidates chosen to advance to a second-round interview will also be required to submit:

- three business writing samples; and
- three professional references.

Please include position title and posting number (**FY25-017**) in the subject line of your submission. Your application package should be submitted to:

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

Late submissions may be considered solely at the discretion of CTR.

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

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

Candidates should know that the 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,
- Commonwealth Department of Revenue state tax compliance.

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

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

Contracts Coordinator, PC III  
FY25-017  
February 6, 2025

**Further Information:**

Please visit <https://www.macomptroller.org> for more information about the Office of the Comptroller.