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OFFICE of the COMPTROLLER (CTR)

Student Internship Program – Summer 2025

FY25 - 021

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.

Summer Program Summary

CTR is seeking qualified candidates to participate in our 2025 Student Internship Program. This program provides professional work experience for associate, undergraduate, and graduate level students. The program is designed to provide firsthand exposure to a sampling of the types of career opportunities available across the public sector. This internship provides several professional career paths to explore when considering a career in public finance, accounting, auditing, and business systems.

The internship program will run from approximately June 9, 2025, through August 1, 2025. The exact duration of an individual's internship may vary depending upon that student's specific academic calendar. CTR is excited to offer internships to students enrolled in associate, undergraduate, and graduate level programs.

CTR considers its ability to provide students with actual work experience in a professional setting to be an important part of our role as a public employer. Interns will be assigned to a team, and the focus of the work will be within that team's discipline. The intern cohort participates in group activities and projects including but not limited to public policy round table talks, a speaker series, a shadow program,

and preparing and delivering a presentation. Active participation in program activities is mandatory and is approximately one third of the internship program. Successful candidates will be able to work both independently and collaboratively with other interns and CTR staff. This program's successful design helps develop an internship experience for a future work path, whether at CTR or elsewhere, for students that may not have otherwise considered the public sector as an employer.

CTR values providing students with hands-on professional experience, integral to our role as a public employer. Interns will join dedicated teams, engaging in discipline-specific tasks. The program includes mandatory participation in group activities like public policy discussions, a speaker series, shadowing opportunities, and presentation preparation. Successful candidates demonstrate both independence and collaborative work skills. This well-designed program aims to shape a meaningful internship experience, fostering future career paths, especially for those who may not have initially considered the public sector as an employer.

Enthusiasm, Eagerness to Learn & Professionalism

Passion for a specific field, a strong desire to learn, and a professional attitude often outweigh prior experience for student interns. 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; solid time management skills; ability to multitask; ability to contribute and work productively as part of a team; maintain a positive attitude; and the capacity to remain flexible and learn new skills as necessary.

Summer Interns will be placed to work with individual CTR Business Units.

Business 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). Selected candidates' 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. The rate will be \$20.00 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 have completed at least two (2) semesters of and be currently enrolled in an undergraduate (2-year or 4-year program) or graduate degree program to be eligible for consideration in this program.

Relatives of CTR Employees

Applicants who are relatives of current CTR employees will not be considered for the Student Internship Program.

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.

Application Process:

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

Applicants must be legally authorized to work in the U.S. on an ongoing basis without sponsorship.

Interested candidates should submit by **E-mail**, no later than **April 17, 2025**:

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

The application package should be submitted to: CTR-HR@Mass.gov. Please include position title and posting number (**FY25 - 021**) on the email subject line.

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 early as possible.

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.

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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.

Further Information:

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

Interested in the BEST program? Visit the program's [website](#) at for more information.

For questions, please reach out to CTR's Intern Program Manager Aprel McCabe at Aprel.Mccabe2@mass.gov.