



WILLIAM McNAMARA  
COMPTROLLER

# Commonwealth of Massachusetts

## OFFICE OF THE COMPTROLLER

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



### OFFICE of the COMPTROLLER (CTR)

#### Payments and Tax Reporting Coordinator, PC II

**FY25-014**

#### About the Office of the Comptroller

The Office of the Comptroller ensures that the more than \$50 billion in annual transactions authorized by the general appropriations act and supplemental appropriations are executed in accordance with all statutory requirements and recorded in compliance with accounting standards. We also oversee capital assets, federal funding inflows, and other transactions. We also own and maintain statewide payments and payroll systems, safeguarding critical financial information. We operate in support of our partners, the financial staff at more than 150 departments and agencies across 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 Payments and Tax Reporting Responsibilities

The Statewide Payments and Tax Reporting Team is responsible for the review, approval, management, and maintenance of all the Commonwealth's payments issued through MMARS. It makes specialized central payments on behalf of the Commonwealth, including settlements and judgements, Liability Management and Reduction Fund (tort payments), prior year deficiencies and payments to other legislatively authorized entities. The Statewide Payments and Tax Reporting Team creates the Warrant for the Governor's Council. It manages the statewide procurement card (P-Card) program and department emergency bank accounts (DynaCash). In addition, it manages all matters regarding tax reportable income reported to the Internal Revenue Service, the Massachusetts Department of Revenue and numerous states tax entities.

### **Position Summary**

CTR is seeking qualified candidates for consideration to fill one full-time (37.5 hours/week) Tax and Payments Reporting Coordinator on the Statewide Payments and Tax Reporting Team. Under the supervision of the Payments Supervisor and Statewide Payments Officer, this position coordinates activities and provides assistance to team members with key functions related to tax reporting and payment processing.

### **Specific Duties**

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

- Monitor workflow lists within the accounting system to ensure timely and accurate processing of documents requiring Comptroller approval. Collaborate with various departments to identify and resolve any issues related to document processing, providing guidance and support. to ensure compliance with policies and procedures.
- Facilitate communication between departments to streamline workflows and improve overall efficiency.
- Monitor daily system reports in collaboration with the supervisor and communicate relevant information to departments
- Maintain team calendars of important dates and milestones, ensuring all team members are informed and reminded of upcoming deadlines and events.
- Collaborate with team members to develop, review, and maintain comprehensive documentation of procedures and processes.
- Manage team's electronic records by conducting regular inventory assessments of electronic records stored on the team shared drive to ensure accurate organization and overall efficiency
- Organize and maintain the team's SharePoint to ensure easy access to key documents, resources, and information.
- Assist in the basic reconciliation of key processes and reports to ensure accuracy and compliance
- Work with the Communications team to maintain and update team webpages, ensuring content is current and relevant
- Compile and prepare biweekly tax reports and quarterly reports for tax reporting purposes
- Monitor tax payments and identify any missing payments or irregularities
- Work closely with Operations staff to efficiently process and manage team mail
- Provide support in responding to public information requests while ensuring adherence to standards for timely and accurate responses
- Serve as back up for team functions, including but not limited to check management, internal tax transfer requests, and assisting departments with rejected documents
- All employees of CTR may be asked to engage in other administrative or fiscal process

assignments on an as-needed basis.

**Preferred Qualifications:**

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

- strong communication skills;
- impeccable attention to detail;
- superior time management;
- ability to contribute and work productively as part of a team and equally as an individual contributor;
- positive attitude;
- capacity to remain flexible and learn new standards and guidelines as necessary; and
- 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, administrative or managerial experience in business, administrative, or business management or public administration the major duties of which involve 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 a maximum of two years the required experience. \*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for the required experience. \*

III. A Bachelor's or higher degree with a major other than 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 or diploma will be prorated on the basis of the proportion of the requirements actually completed.

**Bargaining Unit / Salary Range**

NAGE UNIT 6 / Grade 12: \$69,369.84 - \$100,264.59\*

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\* The salary reflects the NAGE Unit 6 increases effective January 12, 2025.

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.

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.

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.

Interested candidates must submit their materials electronically, by **E-mail** no later than 5:00 pm, on **January 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 (**FY25-014**) 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.

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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.