

POSITION POSTING

FUNCTIONAL TITLE: Massachusetts Teachers' Retirement System –
Procurement Representative
LOCATION: 500 Rutherford Ave., Charlestown, MA 02129-1628
STARTING SALARY: \$55,000
DATE OF POSTING: January 25, 2024 - Applicants considered on a rolling basis until
position is filled

The Massachusetts Teachers' Retirement System (MTRS) is the pension plan for the Commonwealth's public school educators. The plan provides retirement, disability, and survivor benefits to more than 71,000 recipients and maintains and services retirement accounts for over 102,000 active members and 35,000 inactive members.

Our agency mission is to ensure that members of the MTRS achieve and maintain a successful and secure retirement through responsible benefits administration, financial integrity and the provision of outstanding services.

GENERAL STATEMENT OF DUTIES

Working under the general supervision of the Director of Finance, the Procurement Representative will be responsible for performing a wide of variety of operational support for the Finance Unit and the agency.

Essential Duties and Responsibilities

- Prepare and enter requisitions, bids, purchase orders, and receipts in CommBuys, the Commonwealth's electronic procurement system.
- Participate in departmental procurement activities – assist with drafting RFRs, evaluating bids, drafting award notices, and preparing contract documents.
- Maintain service contracts, equipment leases, and office supplies.
- Process required transactions in the Supplier Diversity Hub, CommBuys, and the CommBuys Contract Lifecycle Management System (CLM) in compliance with purchasing policies and contract specific requirements.
- Work with the Finance Senior Coordinator to encumber funds in the Massachusetts Management Accounting and Reporting System (MMARS).
- Acquire continually increasing technical knowledge of procurement regulations, policies and business needs in all areas of procurement when communicating with vendors,

oversight agencies, management and staff regarding requisitions specifications, bids, contracts, and purchase orders.

- Complete the Operational Services Division's Strategic Sourcing Certificate Program within 12 months of hire.

Additional Duties may include:

- Assist with deposits and posting of revenues, employer contributions, and service purchases in the appropriate bank accounts and financial systems.
- Assist members and financial institutions with service purchase payments.
- Assist the Finance Senior Coordinator with billing other retirement systems.
- Assist with general ledger entries, if needed.
- Assist with tracking payables and receivables.
- Participate in the annual Fiscal Year Close/Open to process the transactions required to close out business for one fiscal year and to open the new one.
- Gain a working knowledge of MGL, Chapter 32 and Board regulations as they relate to the work of the Finance Unit.
- Participate fully in all staff meetings and training programs.
- Participate in all finance activities as needed.

QUALIFICATIONS REQUIRED

- Bachelor's degree in related field preferred, or equivalent relevant experience.
- Working knowledge of public purchasing standards 801 CMR 21.00 and Massachusetts Finance Law MGL, Chapters 29 and 7A preferred.
- Experience with Microsoft Office Suite required, and financial reporting software preferred.
- Ability to communicate effectively and professionally with the public; well developed writing skills; the ability to communicate complex information concisely and effectively in writing, in person or via telephone.
- Excellent math, analytical and organizational skills.
- Ability to interpret and communicate laws and regulations.
- Ability to follow instructions and function independently within prescribed deadlines.
- Ability to keep complex records and to prepare periodic reports from such records.
- Ability to establish and maintain effective and congenial working relationships with the membership, employers, other members of the public and MTRS staff.
- Ability to receive deliveries and arrange for appropriate storage/transport.

- Commitment to quality service at all times.
- Reliable transportation to and from work; and willingness to travel within the state.

EXPECTED HOURS OF WORK

New hires are required to report to the office five days per week for 90 calendar days. Thereafter, they may apply for a hybrid remote schedule. Hours of work are flexible, but are generally, Monday through Friday, 8 AM to 4 PM, 9 AM to 5 PM (30-minute lunch), 7:45 AM to 4:00 PM, or 8:45 AM to 5 PM (45-minute lunch). This position may require extended hours.

APPLICATION PROCESS

Interested applicants must apply online through *MassCareers* at:

<https://massanf.taleo.net/careersection/ex/jobsearch.ftl?ftlcompclass=LoginComponent>

Applicants are required to submit a cover letter and résumé to Robert Fabino, Director of Human Resources and Legal Affairs, within the *MassCareers* portal. The cover letter must address why the applicant's background and training would make him or her a good fit for the position of Procurement Representative with the MTRS. (See MTRS website for background at www.mass.gov/mtrs). Applicants who do not submit a cover letter will not be considered. Selected applicants will be invited to take a test designed to evaluate their basic writing, math, and computer skills.

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. *Research suggests that qualified women, Black, Indigenous and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.*