

Accounting Supervisor I

Recruitment # 20-004551-0000

Hiring Salary: Grade 17 \$49,971 - \$64,857

Growth Potential Up To \$79,996 / Salary Guidelines Apply for State Employees

Closing Date: 12/8/2020



The MD State Treasurer's Office is seeking a highly skilled individual with effective management skills to serve as the Accounting Supervisor in the Budget & Financial Management Division. In addition to routine fiscal responsibilities, the Budget and Financial Management Division is responsible for processing all State agency requests for check reissues, stop payments and recoveries from the State's Unpresented and Undeliverable funds as approved by the Treasury Management Division, and for processing all disbursements and deposits related to the State Insurance Trust Fund (SITF). This position fully manages the Accounting Department, and is responsible for the supervision of two additional employees and the management of all activities assigned to the Accounting Department. Such activities include maintenance of the financial records, controls and procedures relating to budgetary expenditures, accounts receivables, accounts payables, cash receipts and development and adherence to auditing and internal controls for the Treasury Management, Insurance Management and Bond Sale Expense appropriations. The position also manages full payroll operations and the maintenance of payroll records for the entire agency. We are an interface agency that uses Microsoft Dynamics 365 (D365) Finance & Operations (F&O) module to process daily accounting entries and transfer information to the State's central accounting system R*STARS).

In addition to managing the day-to-day operations of the Accounting Department, this position is responsible for administering the fiscal yearend close-out in accordance with GAAP requirements and in compliance with the Office of the Comptroller's General Accounting Division. The incumbent is accountable for ensuring monthly reconciliations are completed timely, preparing various schedules and calculations associated with the annual budget submission on behalf of the State Treasurer's Office, and administering annual SITF premium invoice and collection plan for Statewide agencies. Finally, this position serves as the Statewide Cash Management Improvement Act (CMIA) Coordinator responsible for preparation of the annual CMIA Treasury State Agreement and the CMIA Annual Report filings to the federal government on behalf of state agencies who meet the threshold of reporting their federal grant drawdown activity.

Candidates should possess strong organizational and analytical skills; the ability to work independently, in teams, and under pressure of multiple deadlines; strong written and oral communication skills; and be open to extended work hours as necessary to meet budget and financial deadlines.

MINIMUM QUALIFICATIONS (required):

Education: A Bachelor's degree in Accounting from an accredited college or university, including or supplemented by three credit hours in auditing.

Experience: Four years of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles.

Notes:

1. Candidates may substitute a Bachelor's degree from an accredited college or university with thirty credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing for the required education.
2. Applicants who have met the requirements for admission to the CPA examination prior to July 1, 1974 will be considered to have met the educational requirement referenced above.
3. Possession of a certificate as a Certified Public Accountant or a Master's degree in accounting from an accredited college or university may be substituted for one year of the required experience.
4. Applicants may substitute one year of professional auditing experience for one year of accounting experience.
5. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in the Accounting Officer classification or Financial Management specialty codes in the Accounting field of work on a year-for-year basis for the required experience and education.

PREFERRED QUALIFICATIONS (not required):

- Experience with governmental fund accounting, bond accounting, cost accounting, systems accounting, and/or accrual basis accounting
- Experience with the State of Maryland and/or State accounting systems such as R*STARS
- Experience working with Dynamics 365 F&O module, specifically finance applications
- Experience supervising subordinate staff including assignment and review of work, performance evaluation, time and leave approval, training, and employee discipline methods
- Intermediate to advance level proficiency in MS Excel

LIMITATIONS ON SELECTION: Applicants must be willing to work in the Annapolis area.

SPECIAL REQUIREMENTS: Candidates will be subject to a background investigation to include credit and criminal history.

TO APPLY:

Job opportunities within the Maryland State Treasurer's Office are accessible through JobAps, the Statewide Recruitment, Examination and Applicant tracking system. Go to www.JobAps.com/MD to apply. Please upload a current copy of your resume with your application.

Electronic application is strongly preferred; however, if you do not have access to a computer, you may send a copy of your resume by email to hr@treasurer.state.md.us or fax to 410-260-4090.

Please note that the interview panel will be conducting In-person, on-site interviews. The selected candidate will be expected to report on-site during the six-month probationary period at a minimum. Strict protocols will be in place to reduce the risk for COVID-19 transmission. Any questions regarding this recruitment or the recruitment process may be directed to the STO Personnel Office at 410-260-7078.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

TTY Users: Call via Maryland Relay