



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF BUSINESS SERVICES ACCOUNTING BRANCH

April 5, 2019

POSITION TITLE: Accountant Supervisor II – General Accounting

POSITION NUMBER: 039366 JobAps # 19-006737-0001

SALARY: State Salary Grade 18
Salary Range: \$51,152- \$74,605

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This position is responsible for providing leadership and administering technical assistance in planning, directing and controlling cash, equipment, and reviewing general accounting end-of-year close-out activities and related functions.

DUTIES AND RESPONSIBILITIES: Oversees the day to day operations of the General Accounting Section; analyzes and evaluates accounting systems and procedures to ensure that internal accounting controls are in place and operating efficiently and effectively; performs advanced level cost accounting and federal fund accounting in the preparation of financial reports for agency management as well as for federal reporting; performs grant reconciliations between the statewide accounting system (R*STARS) and the federal reporting system (G5); assesses the branch operations to identify accounting functions which would benefit from changes in methods or procedures; reviews the work product of the Section to ensure technical proficiency and establish performance standards to identify and report factors affecting work quality; provides technical support for office automation services; and acts as software compliance officer for the Accounting Branch.

MINIMUM QUALIFICATIONS: **EDUCATION:** Bachelor's Degree in Accounting or a Bachelor's Degree with 30 credit hours in Accounting and related courses including or supplemented by 3 credit hours in Auditing. Possession of a CPA Certificate is desired.

EXPERIENCE: Six years of professional experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles. Three years of the required experience must have been in direct supervision of other professional employees. This experience to include Maryland FMIS and end-of-year closeout reports preferred.

NOTES:

1. Applicants may substitute possession of a certificate as a Certified Public Accountant (CPA) or a Master's Degree in Accounting for one year of the required experience.
2. Applicants may substitute one year of professional budgeting or auditing experience for one year of the required experience.

ESSENTIAL REQUIREMENTS: Knowledge of GAAPs in relation to payables, expenditures, and liabilities; knowledge of governmental accounting and document processing; knowledge of financial management systems; skill in the interpretation of State and federal laws and regulations; skill in using accounting, finance, and spreadsheet software; skill in managing multiple tasks; skill in managing and leading other financial professionals; ability to identify problems and formulate viable solutions; ability to analyze data and make sound decisions; ability to monitor performance and implement improvements; ability to effectively lead and work as a team member; ability to communicate effectively both orally and in writing.

PROCEDURE FOR APPLICATION:

To apply for this position online go to MSDE Jobs on JobAps (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **Accountant Supervisor II (Accounts Payable), position # 036366 (JobAps #19-006737-0001)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **April 19, 2019** - Open until filled.