

CITY OF HAGERSTOWN POSITION AVAILABLE

CITY OF HAGERSTOWN Accounting & Budget Manager \$61,373.52 - \$97,393.40

This position reports to the Finance Director and is responsible for overseeing the classification, recording, and interpretation of transactions and events of a financial nature. Some of the duties of this position include but are not limited to: maintaining all general ledgers and related supporting subsidiary records for the City's various funds and account groups, and supervising recording keeping functions of accounts payables, purchasing, miscellaneous receivables and payroll; coordinating month-end and year-end closings; scheduling and supervising distribution of monthly automated financial reports; coordinating monthly and quarterly Departmental Financial Reviews; reviewing and preparing written audit reports and assuring the timely preparation of reports by the Accounting and Finance Department staff; and responsible for the preparation of the Comprehensive Annual Financial Report and Annual Budget.

This position requires a Bachelor's degree in Accounting, Finance or Business Administration. Advanced degree (MBA, MPA, etc.) is preferred. A minimum of five (5) years of accounting, budgeting, and fiscal administration including three (3) years of supervisory experience. Candidate must demonstrate ability to maintain a complex accrual general ledger and supporting records on a computerized accounting system and prepare and analyze financial statements and reports. Advanced experience in use of spreadsheet, word processing, Crystal Reports or report writing, and presentation applications is required. A valid driver's license with a satisfactory driving record in accordance the City's Driver Policy is also required.

For a complete job description or to apply online, visit our website at www.hagerstownmd.org
Deadline to apply is 4:30 pm on Friday, January 20, 2017. Applicants requiring special assistance should call 301-739-8577, Ext 108.