



**MARYLAND DEPARTMENT OF TRANSPORTATION**  
invites applications for the position of:

## **Accountant Manager II**

---

<b>SALARY:</b>	\$56,743.00 - -\$91,107.00 Annually
<b>OPENING DATE:</b>	06/06/17
<b>CLOSING DATE:</b>	06/20/17 11:59 PM
<b>DESCRIPTION:</b>	

### **OPEN RECRUITMENT**

The Maryland Department of Transportation State Highway Administration (MDOT SHA) is recruiting for an Accountant Manager II. An Accountant Manager II is a managerial level of advanced accounting work in the areas of cost accounting, systems accounting, federal fund accounting or bond and loan accounting in accordance with applicable laws, rules, regulations, policies, and procedures. Other job duties may include, but are not limited to, directing training programs for accounting staff; analyzing and interpreting pertinent laws and regulations and ensuring they are properly applied to agency accounting systems; ensuring decisions made are properly documented; and approving and signing accounting reports and statements, directing the preparation, and submitting the reports or statements to funding agencies, control agencies, and management. Employees in this classification supervise Accountant Supervisor II positions.

**The current vacancy exists at the MDOT SHA in Baltimore City, MD. The eligible list resulting from this recruitment may be used to fill other Accountant Manager II vacancies throughout MDOT.**

### **QUALIFICATIONS:**

#### **MINIMUM QUALIFICATIONS:**

**EDUCATION:** A Bachelor's degree in Accounting from an accredited college or university or a Bachelor's degree from an accredited college or university with 30 credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing.

**EXPERIENCE:** Seven (7) years of experience examining, analyzing, interpreting, and maintaining accounting systems, preparing financial reports and statements by applying generally accepted accounting principles. Experience must include three (3) years of performing advanced duties in the areas of cost accounting, systems accounting, federal fund accounting or bond and loan accounting and one (1) year of supervising other employees.

**Consideration for employment may be based solely on the contents of your application. Therefore, it is essential that you provide complete and accurate information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position for which you are applying.**

**If you have held more than one position at the same employer, please list each position that you held and the length of time that you held each position.**

**NOTES:**

1. 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.
2. Possession of a certificate as a Certified Public Accountant or Master's degree in accounting from an accredited college or university may be substituted for one year of the required general accounting experience.
3. Applicants may substitute one year of professional auditing experience for one year of general accounting experience.
4. U.S. Armed Forces military service experience as defined under the Minimum Qualifications may be substituted for the required experience on a year-for-year basis.

**LICENSES & CERTIFICATIONS:**

Not Applicable

**ADDITIONAL INFORMATION:**

**TO APPLY:** You must complete a MDOT application to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION.

Selected candidates may be subject to background and reference checks.

**You may download an application, or you may apply online at:**

**[www.mdot.maryland.gov/employment](http://www.mdot.maryland.gov/employment).** If you need a paper application mailed to you, please call (410) 865-1073. Mail your application to: Recruitment and Examinations Unit, 7201 Corporate Center Drive, Hanover, MD 21076. **Your application must be received by 6/20/17.** Postmarks will not be accepted. Applications sent without sufficient postage will not be accepted and will be returned. Applications sent through interoffice mail that are not received by the closing date will not be accepted. Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Please notify in advance. MD Relay Service Number (711). Bilingual applicants are encouraged to apply.

The Maryland Department of Transportation is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

Applicants who have education obtained outside of the U.S. will be required to provide proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services (<http://www.naces.org>) or the American Association of Collegiate Registrars & Admissions Officers (AACRAO) International Education Services (<http://ies.aacrao.org/>).

***The incumbent in this position will not be a member of a covered bargaining unit and will not be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit.***

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Issue Date: 6/6/17

## Accountant Manager II Supplemental Questionnaire

\* 1. Do you have three (3) credits in Auditing?

Yes  No

\* 2. If yes, please state where and when the course was taken. If no, please use "N/A".

\* 3. If you do not have a degree in Accounting, please list 30 credits in accounting and related courses. Please state where and when these courses were taken. If no, please use "N/A".

\* 4. Do you possess experience performing advanced accounting duties in any of the following areas? Please check all that apply.

- Cost Accounting
- Systems Accounting
- Federal Fund Accounting
- Bond and Loan Accounting
- None

\* 5. If you indicated that you possess advanced accounting duties in the question above, PLEASE LIST THE SPECIFIC JOB TASKS YOU PERFORMED FOR EACH AREA CHECKED. Please also note the employer where these tasks were performed. This experience must also be documented in your application. If you did not indicate you performed advanced accounting duties, please use "N/A".

---

\* Required Question