

Department of Finance
City of Baltimore
Baltimore, Maryland

Deputy Chief for the Bureau of Accounting and Payroll Services
\$88,842 - \$146,472

The City of Baltimore is seeking a Deputy Chief for the Bureau of Accounting and Payroll Services (BAPS). The Deputy, in conjunction with the Bureau Chief oversees the operations of Bureau. The Deputy will be directly responsible for the areas of Financial Reporting, Revenue Accounting, Financial Control, Project Accounting, Audits, and Accounts Receivable. The Deputy will also assist in the areas of Accounts Payable, Payroll Services and System Innovations as needed. Coordinates all projects between areas within BAPS.

This is a hands on position. The candidate will need to be able to organize and multitask; maintain effective working relationships with staff and other City employees; and communicate effectively with staff, management and elected officials. In addition, the candidate will need to ensure compliance with laws, manage training for the Bureau and work to update policies and procedures.

The successful candidate will have demonstrated:

- their ability to develop effective working relationships across complex business,
- an ability to support process improvement and information technology changes/updates with good skills with the Microsoft suite,
- flexibility to changing work demands,
- strong analytical and problem solving skills, and a
- willingness and able to work extended hours when needed.

Eligible candidates are expected to have a minimum of 7 years of accounting and at last 3 years of management experience in an accounting setting. A Bachelor's degree in accounting, or related field from an accredited 4 year institution as well as a CPA certificate is required. In depth knowledge of GASB and are required. Governmental accounting experience is preferred.

Interested candidates should submit a cover letter and resume that specifically addresses the applicant's experience relevant to this position to:

B. Berry
Barbara.Berry@baltimorecity.gov
Department of Finance
Room 444 City Hall
100 Holliday Street
Baltimore, Maryland 21202

AN EQUAL OPPORTUNITY EMPLOYER