

THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION
invites applications for the position of:

Accounting Manager (Grade 34, 10754)

An Equal Opportunity Employer

SALARY: \$84,084.00 - \$143,880.00 Annually

OPENING DATE: 03/06/19

CLOSING DATE: 03/26/19 11:59 PM

DESCRIPTION:

The Finance Department of the Maryland-National Capital Park and Planning Commission (the Commission) is seeking an Accounting Manager. This full time, career position reports directly to the Secretary-Treasurer and manages the Accounting Division which includes Accounts Payable, General Accounting and Treasury Operations.

The Commission is a bi-county local government agency located outside of Washington D.C. and includes the Planning and Parks Departments for both Montgomery and Prince George's Counties as well as the Recreation Department in Prince George's County. As a governmental agency, the Commission uses Fund Accounting as its system of accounting.

EXAMPLES OF IMPORTANT DUTIES:

- Plans, prioritizes and assigns the various work programs of the Accounting Division.
- Supervises the Accounting Division staff; prepares or reviews annual performance reviews; interviews applicants and makes staffing recommendations and decisions.
- Manages the production of the Commission's Comprehensive Annual Financial Report (CAFR) which is prepared in accordance with generally accepted accounting principles (GAAP).
- Oversees the annual year-end audit and closing process including the preparation of the Maryland Uniform Financial Report.
- Responds to inquiries from various stakeholders regarding accounting reports, procedures, billings and payments; resolves problems.
- Supervises the preparation of the quarterly operating budget and enterprise fund projections.
- Oversees the accounting for the CIP and Debt Service/Arbitrage compliance programs.
- Provides oversight of the implementation of new systems and upgrades.
- Participates in the development and implementation of goals and objectives and makes recommendations for changes and improvements to existing standards and procedures.
- Attends and participates in meetings with a wide range of staff within the Commission and, on occasion, with staff at other agencies.

Preferred Skills:

- Ability to communicate effectively and concisely, both verbally and in writing.
- Strong leadership skills in motivating staff members and promoting teamwork.

- Knowledge of GASB pronouncements and GAAP.
- Comprehensive knowledge of Governmental Fund Accounting and CAFR preparation.
- Proficiency using the various Microsoft Office products, especially Excel, and experience with Infor/Lawson or other Enterprise Resource Systems (ERP).
- Ability to detect errors and discrepancies in data, reports and financial statements and to ensure compliance with accounting policies and principles.
- Considerable knowledge of general accounting.
- Ability to prepare and interpret financial statements accurately and in a timely manner.
- Experience in managing investments for a large government agency.
- Knowledge and experience in business process evaluation and design.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in accounting, auditing, business administration, information systems/computer science, or related subjects, and six years of highly responsible and varied relevant experience, that includes two years of lead or supervisory experience in a large agency; or

2. An equivalent combination of education and experience.

3. Certified Public Accountant certificate (i.e., Certified Internal Auditor), or three years of responsible experience in governmental financial management, accounting, computer science or in a related field.

SUPPLEMENTAL INFORMATION:

Excellent benefits package includes generous leave, extensive health coverage, deferred compensation plan, employer's retirement plan, and work-life programs.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.mncppc.org/jobs>

OUR OFFICE IS LOCATED AT:

6611 Kenilworth Avenue

Suite 103

Riverdale, MD 20737

301-454-1411

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