

ASSOCIATE DIRECTOR - 19-208-10-DV

Salary

\$88,102.00 - \$171,408.00 Annually

Location

Upper Marlboro, MD

Job Type

Fulltime/Permanent/Classified

Department

Office of Finance

Job Number

19-208-10-DV

Closing

8/14/2019 5:00 PM Eastern

Nature and Variety of Work

Bilingual applicants are encouraged to apply

The Office of Finance is seeking a qualified applicant to fill an Associate Director position, grade G-33, within its Accounting Division.

This is a highly responsible management-level professional, supervisory, and administrative position, whereby the incumbent is responsible for managing the Accounting Division. The incumbent assists the Director of Finance in the overall appraisal of departmental financial programs and activities. Work is performed independently under the general supervision of the Director and is evaluated in accordance with departmental goals and objectives.

The incumbent in this position is considered an "Essential" employee and may be required to report for work during natural/manmade disasters and during special operations as assigned. "Essential" employees are expected to report or remain at work when other County employees are granted Administrative Leave.

Examples of Work

- Ensures that financial reports are completed in compliance with local, state and federal regulations or appropriate guidelines;
- Serves as liaison between internal/external auditors and the Accounting Division;
- Reviews journal entries for all funds and accounts for conformity with Generally Accepted Accounting Principles (GAAP) and county policies;
- Develops policies and procedures;
- Coordinates the implementation procedures within the Accounting Division and other areas of the county;
- Supervises and reviews the work of subordinates;
- Conducts past performance appraisals, provides constructive counseling, guidance, training, and progressive discipline;

- Oversees and maintains the county's financial system interfaces (i.e. general ledgers, accounts payable and payroll);
- Ensures that financial systems are in compliance with local, state and federal regulations;
- Monitors and analyzes changes in governmental accounting principles and financial reporting requirements;
- Oversees the execution of authorized decisions and action items;
- Serves as subject matter expert (SME) in regards to financial software implementation and upgrades;
- Serves as Main Project Lead for the Office of Finance regarding mapping county processes and data;
- Oversees office operations in the absence of the Director of Finance;
- Supervises the execution of special projects;
- Arranges special reports as requested by the County Executive, County Council or other Appointed Authorities; and
- Performs other tasks and duties assigned, which may not be specifically listed in the position description; however, are within the general occupational category and responsibility level associated with the employee's class of work.

Minimum Qualifications

Master's degree in Business Administration, Finance or Accounting, plus three (3) years of supervisory/management level experience in government accounting, compiling comprehensive annual financial reports and implementing Government Accounting Standards Board (GASB) standards; or a Bachelor's degree in Business Administration, Finance or Accounting, plus five (5) years of supervisory/management level experience in government accounting, compiling comprehensive annual financial reports and implementing Government Accounting Standards Board (GASB) standards. An equivalent combination of education and experience will be considered. **EACH APPLICANT MUST SUBMIT INFORMATION THAT CLEARLY DEMONSTRATES THE ABOVE QUALIFICATIONS FOR THIS POSITION.**

Additional Information

PREFERRED QUALIFICATIONS:

- Certified Public Accountant (CPA)
- Certified Public Finance Officer (CPFO)

DURATION OF ELIGIBILITY: Candidates will be selected from a temporary register of eligibles, which will become effective approximately four (4) weeks after the closing date. Once a selection has been made, the register will expire.

ELIGIBILITY TO WORK: Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to show and verify

authorization to work in the United States.

CLOSING DATE: ONLY ONLINE APPLICATIONS WILL
BE ACCEPTED. Applications must be submitted by **5:00 p.m.** Eastern Standard Time
(EST) on **August 14, 2019.**

*Prince George's County Government is an Equal Opportunity/Affirmative Action
Employer Committed to Diversity in the Workplace*

Agency

Prince George's County Government

Address

1400 McCormick Drive, Suite 159

Largo, Maryland, 20774

Phone

301-883-6330

301-883-6330

Website

<http://www.princegeorgescountymd.gov/>