
Advertisement Plan

Maryland Department of Housing and Community Development
Division of Finance and Administration
052915- HCD Financial Manager I
Controller of Fund Accounting
Hiring Range: Gr. 23 - \$73,541 to \$107,347 Annually

This is a permanent Management Service position with full State of Maryland benefits.

Work that matters. The Maryland Department of Housing & Community Development (DHCD) is a national leader in affordable housing and community development. Our team needs a detailed numbers person (preferably a CPA) to manage staff, set the example and ensure deadlines are met. The candidate for this position must be able to take initiative and be able to propose a fix when a problem arises. The characteristics of the chosen candidate would be a person who can and will challenge the status quo, effectively communicate ideas and issues, independently implement practical and efficient solutions, believe change is good and want to come to work knowing that what they do makes a difference.

The Division of Finance and Administration is seeking an enthusiastic individual to serve as the **Controller of Grant Accounting**. The Controller will supervise a staff that manages a multi-million dollar financing operations, servicing federal awards and state assets. The chosen candidate must have several years of financial analysis, accounting, and asset management.

DHCD offers limited, subsidized health benefits, flexible work schedule and job sharing options; training, advancement and career path opportunities; casual business dress Friday as well as during the Summer, a competitive salary and telework opportunities.

Minimum Qualifications:

Education: A Bachelor's degree in Accounting from an accredited college or university.

Experience: Four years of experience examining, analyzing and interpreting accounting systems, records and reports to include three years performing advanced duties in the areas of cost accounting, systems accounting or GAAP accounting. Also 3 years in managing other accounting professionals.

Notes:

1. Candidates may substitute a Bachelor's degree from an accredited college or university with thirty credit hours in Accounting and related courses,

including or supplemented by three credit hours in auditing, for the required education.

2. Applicants who have met the requirements for admission to the CPA prior to July 1, 1974 will be considered to have met the educational requirement referenced above.
3. 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.
4. Applicants may substitute one year of professional auditing experience for one year of the required general experience.
5. Unofficial college transcripts will be required to verify your education.

Preferred Qualifications

- Preference will be given to Certified Public Accountants or candidates who have strong analysis and financial accounting experience.

Selection Process

Please provide sufficient information on your application to document that you meet the minimum and selective qualifications for this recruitment. Please provide transcripts, certifications or diplomas to document educational or certification qualifications. Educational credentials from foreign countries must be evaluated by an approved education review service. This evaluation must be submitted with your application. For further information, you may call International Consultants of Delaware, Inc. (302) 737-8715 or World Education Services Inc. 1-800-932-3897 or (202) 331-2925. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year. Eligible list may be used to fill future vacancies of the same classification.

Examination Process

The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

To Apply: Please visit <http://jobaps.com/md/jobs/dhcd/> to fill an online application. **DHCD is an Equal Opportunity Employer.**