

# **FISCAL SERVICES CHIEF II FINANCE OFFICER**

Anne Arundel County DSS

Annapolis, MD 21401

Temporarily remote

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**Urgently hiring**

## ***Job details***

Salary

\$57,862 - \$75,354 a year

Job Type

Full-time

Number of hires for this role

1

## ***Qualifications***

- 
- Bachelor's (Required)
- Accounting: 4 years (Required)

## ***Full Job Description***

**Anne Arundel County Department of Social Services (AACoDSS) is seeking a Finance Officer to manage and supervise the AACoDSS Finance Office.**

### **Main Purpose:**

Prepare and monitor annual budgets, both State and County. Monitor and approve all expenditures and encumbrances for all State and County budget items. Prepare, or supervise the preparation of, all expenditure and budgetary reports. Monitor all State and County grants and reimbursement programs. Prepare, or supervise the preparation of, all related reports. Audit all administrative bills received by the agency. Approve and transmit vouchers for payment through FMIS. Maintain all bank accounts for the local

agency (Administration, Assistance, Lay Funds, Conserved Accounts). Prepare, or supervise the preparation of, payments and reports for foster care, and other assistance payments.

### **MINIMUM QUALIFICATIONS**

Applicants must meet all minimum (and selective) qualifications to be considered, and to appear on the list of people eligible for hire. Please read all requirements before applying.

**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 3 credit hours in audit

**Experience:** Four years of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles.

**Notes:**

1. Applicants who had 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 a Master's degree in accounting from an accredited college or university may be substituted for one year of the required experience.
3. Applicants may substitute one year of professional budgeting experience or one year of professional auditing experience for one year of the required experience.
4. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in Administration classifications or Financial Management specialty codes in the Financial field on a year-for-year basis for the required experience.

### **DESIRED OR PREFERRED QUALIFICATIONS:**

Preference will be given to applicants who possess the following preferred qualification(s). Include clear and specific information on your application regarding your qualifications.

1. Two years experience supervising a finance or budget office in state or local government.
2. Current certificate as a Certified Public Accountant.
3. Two years fiscal management experience that includes budget preparation and expenditure tracking in a state or local government office.
4. One year experience with Excel that includes performing pivot table analysis, creating and utilizing formulas and functions and validating data.

\*\*\*PLEASE NOTE A COUNTY SALARY SUPPLEMENT IS AVAILABLE BASED ON APPROVAL\*\*\*

Job Type: Full-time

Pay: \$57,862.00 - \$75,354.00 per year

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance

Physical Setting:

- Office

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

COVID-19 considerations:

AACoDSS employees telework. If required, AACoDSS will provide the Personal Protective Equipment (PPE) and provide information on how to take all the necessary precautions.

Education:

- Bachelor's (Required)

Experience:

- Accounting: 4 years (Required)

Work Location:

- One location

Company's website:

- <https://dhs.maryland.gov/local-offices/anne-arundel-county/>

Company's Facebook page:

- <https://www.facebook.com/AnneArundeIDSS>

Benefit Conditions:

- Waiting period may apply

Work Remotely:

- Temporarily due to COVID-19

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

3 days ago

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