



**PRINCE GEORGE'S COUNTY
GOVERNMENT**

Office of Human Resources Management
1400 McCormick Drive, Suite 159
Largo, MD 20774
301-883-6330

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

**INVITES APPLICATIONS FOR THE POSITION OF:
DEBT MANAGEMENT ACCOUNTANT III - 21-093-10-DV**

An Equal Opportunity Employer

SALARY

\$57,643.00 - \$95,000.00 Annually

JOIN THE PRINCE GEORGE'S PROUD TEAM!

The Prince George's County Office of Finance is seeking qualified applicants to fill an Accountant III position, grade G-24, within its Administration Division.

About the Position:

This is a senior-level professional role responsible for assisting the Debt Manager in evaluating plans for long- and short-term debt issuance to finance the County's Capital Improvement Program.

This position works with a considerable degree of latitude in taking independent judgment, action, and initiative when expediting complex accounting/financial assignments and projects. Incumbents perform accounting work in accordance with Generally Accepted Accounting Principles (GAAP) in State and Local government, prepare, examine, and analyze relevant accounting records, applicable sections of the financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and standards, with particular emphasis on debt disclosures and reporting.

This position may provide the opportunity to telework as established by Departmental policies and procedures.

EXAMPLES OF WORK

What You'll Do:

- Assist Debt Manager in evaluating plans for long- and short-term debt issuance to finance the County's Capital Improvement Program based on cash flow needs, sources of revenues, capital construction periods, available financing instruments, and market conditions.
- Recommends to the Debt Manager the selection of bond features, including forms of bonds, original issue discount or premium, optional redemption provisions, advantage of purchasing bond insurance, and designation of two or more consecutive annual principal payments on term bonds.
- Ensures the County adheres to its debt management policy.
- Coordinates along with the Debt Manager, the bond sale activities and compilation of Preliminary Official Statement (POS), ensuring acceptance of documents submitted including POS and planning and documents.

- Coordinates with various County agencies in gathering information for inclusion in the Preliminary Official Statement POS.
- Coordinates the compilation and publishing of successive versions of the POS and OS for further review by the financing team.
- Performs – in coordination with the Debt Manager – the duties of the compliance coordinator for each debt issuance.
- Maintains and enforces record-keeping policy for debt issuances.
- Tracks the enabling, authorization, and use of bond proceeds related to each project.
- Consult with industry professionals to ensure that policies, practices, and documentation remain consistent with regulatory requirements and best practices.
- Prepares fund transfer requests consistent with parameters set forth in bond indenture agreements.
- Assist Debt Manager in ensuring compliance with disclosure requirements of the Securities and Exchange Commission, Rule 15C2012(b)(5).
- Demonstrates an understanding of Event Disclosures, to ensure that the County reports these occurrences as required.
- Files required IRS forms associated with outstanding debt portfolio, ensuring that the County maintains compliance with applicable sections of the internal revenue code and that tax-exempt status of pertinent debt issuances is preserved.
- Reviews and evaluates program or activity effectiveness and efficiency and recommends to management the course of action to correct deficiencies and improve services.
- Investigates identified problems and assists the management in instituting procedures, systems, and controls to correct problems.
- Prepares annual debt report as described in the Debt Management Policy.
- Manages arbitrage rebate compliance with the assistance of the County arbitrage service provider for Special Taxing Districts and Tax Increment Financings.
- Actively participates in installations, enhancements, and modifications to systems that link or interface with the County's financial management system.
- Perform 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 typically associated with the employee's class of work.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Quantitative Analysis, Business Administration, or a related field;
- Plus, two (2) years of professional Accounting and/or Debt Management experience, to include experience in a local government setting.

An equivalent combination of education and experience will be considered. **EACH APPLICANT MUST INCLUDE INFORMATION THAT CLEARLY DEMONSTRATES THE ABOVE QUALIFICATIONS FOR THIS POSITION.**

- **Minimum Financial Technical Skills:**
 - Excel proficiencies – build formula-driven financial spreadsheets to calculate;
 - Debt service calendars – monthly, semi-annual, or annual.
 - Accrued interest, present value, and future value utilizing;
 - 30/360 or actual/actual day counts.
 - Produce executive summary charts and tables for;
 - County Chief Administrator and Directors
 - Bond Rating Agencies

- **Minimum Word Productivity Skills:**

- Update and produce preliminary and final official statements for County bond sales;
 - Incorporate updated information from County Agencies
 - Utilize complex formatting and tables
 - Utilize embedded spreadsheets

Preferred Qualifications:

That something extra we'd love to see...

- Local Government accounting experience.
- Intermediate to advanced knowledge in Microsoft Excel.
- Possess a Certified Public Accountant (CPA) license.
- Knowledge of Systems Applications and Products (SAP) or other Enterprise Resource Planning (ERP) platforms is preferred.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Must be able to analyze, interpret, and submit oral/written reports.
- Great time management, analytical and organizational skills.
- Ability to work and adapt to a fast-paced environment.
- Ability to manage multiple deadlines.

ADDITIONAL INFORMATION

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.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S., only after an offer has been accepted and the Form I-9 is completed. For information on E-Verify, or if you believe the County has violated its E-Verify responsibilities, please contact the Department of Homeland Security (DHS) at 888-897-7781 or visit their website at dhs.gov/e-verify.

HOW TO APPLY & CLOSING DATE:

Applications must be submitted by **5:00 p.m.** Eastern Standard (EST) on **May 12, 2021**. **Only online applications will be accepted.**

You may apply online at: <https://www.governmentjobs.com/careers/pgc/jobs/3035909/debt-management-accountant-iii-21-093-10-dv>

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

APPLICATIONS MUST BE FILED ON-LINE AT:
<http://www.princegeorgescountymd.gov/>

EXAM #21-093-10-DV
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