



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Controller (DOT Executive V)

SALARY: \$80,074.00 - \$128,568.00 Annually
OPENING DATE: 05/13/21
CLOSING DATE: Continuous
DESCRIPTION:

Open Recruitment
Open Until Filled

Executive Service

(This position serves at the pleasure of the Appointing Authority.)

If you have ever taken a flight from BWI Thurgood Marshall Airport; renewed your Maryland driver's license; traveled to an Orioles game on the Light Rail; embarked on a cruise from the Port of Baltimore; received roadside assistance from CHART Emergency Patrol; reduced your commute time by using one of Maryland's toll roads; or applied for Minority Business Enterprise (MBE) certification, then you have experienced some of the superb services provided by the Maryland Department of Transportation (MDOT).

MDOT has various careers for people of all experiences, backgrounds, and abilities who come together to contribute to one mission—connecting our customers to life's opportunities. Join us in serving our Maryland residents, visitors, and businesses!

The Maryland Department of Transportation The Secretary's Office (MDOT TSO) is seeking a qualified candidate to fill an executive service position as the **Controller (DOT Executive V)** within the Office of Finance. The Office of Finance is responsible for the day-to-day financial operations of MDOT TSO, as well as the overall financial health of the Maryland Department of Transportation. The Office of Finance includes seven functional areas: Accounting, Budget, Debt Management, Financial Information Systems, Financial Planning, Innovative Project Delivery, and Payroll. The Chief Financial Officer is responsible for departmentwide activities, while the Controller is primarily responsible for the fiscal operations of MDOT TSO. The fiscal year 2022 budget for MDOT TSO is \$124 million, including an operating budget of \$100 million and a capital budget of \$24 million.

The Controller oversees the seven functional areas of the Office of Finance with a primary focus on overseeing accounting operations, financial reporting, payroll processing, budget development and monitoring, and maintaining the integrity and reliability of the accounting and payroll systems. In addition, the Controller is responsible for ensuring compliance with generally accepted accounting principles and federal and state laws, regulations, policies, and practices; maintaining an effective internal control environment; developing, maintaining, and ensuring compliance with policies and procedures; preparing the annual financial statements, schedules, and footnote disclosures for inclusion in the comprehensive annual financial report; coordinating internal and external audit activities; assessing and pursuing opportunities for process improvement and employee development; effectuating problem resolution and collaboration; and modeling by example effective two-way communication.

Time off for this position may be limited during the fiscal year-end closing process. The Maryland State Government fiscal year ends on June 30th.

The current vacancy exists at MDOT TSO in the Office of Finance, which is located in Hanover, MD. (Anne Arundel County).

MDOT offers a generous and competitive benefits package. You can learn about our amazing benefits here: [MDOT Benefits](#)

QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

Education: Possession of a bachelor's degree in accounting, auditing, public or business administration, finance, economics, or a related field from an accredited college or university.

Experience: Ten (10) years of progressive financial management experience, including at least five (5) years of experience in governmental accounting.

The ideal candidate will possess the following:

- Extensive knowledge of generally accepted accounting principles
- Demonstrated leadership and team building abilities
- Experience with the State of Maryland's Enterprise Resource Planning (ERP) system (i.e., FMIS) or another complex ERP system
- Demonstrated experience preparing financial statements, footnote disclosures, and analytical review processes
- Detail-oriented, analytical, and organizational skills
- A certificate as a Certified Public Accountant (CPA)

Consideration for employment may be based solely on the contents of your application; therefore, it is essential that you provide complete and accurate information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for.

If you have held more than one position at the same employer, please list each position that you held and the length of time that you held each position.

LICENSES & CERTIFICATIONS:

None.

ADDITIONAL INFORMATION:

TO APPLY: You must complete an MDOT employment application (DTS-1) online at <https://www.governmentjobs.com/careers/mdotmd> to be considered for this recruitment. **RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION. No paper applications will be accepted.**

Selected candidates may be subject to background and reference checks.

IMPORTANT: Due to current operational limitations caused by COVID-19, we are only providing electronic notifications of your application status to the email address provided on the application. We will not send paper notifications, regardless of the notification preference listed on the application. It is the applicant's sole responsibility to ensure the email address provided is accurate, and the account is reviewed regularly. Timely attention to application notifications is important. Your email provider may have security

levels which disrupt our email receipt. We suggest monitoring all email folders, including Spam or Junk, as needed. You can also access all notifications through your governmentjobs.com account.

Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Please notify in advance. MD Relay Service Number (711). Bilingual applicants are encouraged to apply.

The Maryland Department of Transportation is not sponsoring new employees in application of the H1B Visa or providing an extension of an existing H-1B at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees; all sponsorship fees must be assumed by the potential employer.

Applicants who have education obtained outside of the U.S. will be required to provide proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services (<http://www.naces.org>) or World Education Services: International Credential Evaluation (<https://www.wes.org/>).

The incumbent in this position will not be a member of a covered bargaining unit.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Issue Date: 5/13/2021

Controller (DOT Executive V) Supplemental Questionnaire

- * 1. Do you possess a Bachelor's degree in accounting, auditing, public or business administration, finance, economics, or a related field from an accredited college or university?
 Yes No

- * 2. Do you have at least ten (10) years of progressive financial management experience?
 Yes No

- * 3. Do you have at least five years of experience in governmental accounting?
 Yes No

- * Required Question