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**Performance Management and Data Analyst III / Accounting Compliance Analyst**

**Montgomery County Employee Retirement Plans**

**Montgomery County, MD Government**

**Rockville, MD,**

**$55,771-$111,407**

At Montgomery County Employee Retirement Plans (MCERP), futures are made. Our plans are currently valued at $7.3 billion in net assets. Our County offers defined benefit and defined contribution retirement plans, serving over 9500 active employees and 6500 retirees. Our inclusive team does the inspiring work of impacting retirees’ lives for the better, as we manage the administration, compliance, and financial reporting for our plans. Here, you will thrive in an energizing and flexible environment, as you help lead our future and grow your career.

**WHAT YOU'LL BE DOING**

MCERP is seeking an Accounting Compliance Analyst (Performance Management Data Analyst) who will be responsible for the accounting and compliance monitoring of the assets of the Montgomery County Employee Retirement Plans.

**You will be:**

• Accounting and reporting for the four retirement plan trust funds and the retiree health benefits trust.

• Reviewing retirement benefit calculations to ensure compliance with county codes.

• Analyzing and researching complex accounting/financial issues and preparing written/oral reports addressing issues related to the retirement plans.

• Preparing work papers, schedules, exhibits and summaries to support audit findings.

• Overseeing the third party recordkeeper, related to corrections of employee accounts, outside agency contribution reconciliations, and other regulatory compliance issues.

• Coordinating the ongoing demands of Oracle and PeopleSoft system administration related to changes, testing and recommendations for program updates.

• Establishing and maintaining collaborative relationships with assigned departments and outside agencies.

• Driving continuous improvements by creating and updating standard operating procedures (SOPs).

**WHO WE ARE SEEKING**

• You have a background in the Accounting and Financial industry.

• You have expertise in analyzing and researching data.

• You have strong verbal and written communication skills.

• You are a self-starter and are motivated.

• You have excellent attention to detail.

• You are a proactive problem solver.

• You have the proven ability to work cross-functionally with others in and outside of your department.

**OTHER IMPORTANT THINGS TO KNOW**

Selected candidate will be required to successfully complete a medical history review, criminal background and credit history check prior to appointment. Criminal and credit history will be a significant factor in the hiring decision.

This vacancy may be filled at the Grade 21 or Grade 25 Performance Management and Data Analyst levels. Salary offered to candidates will be based on Grade level of job offer. For candidates hired at either the Grade 21 or Grade 25 levels, there is opportunity for non-competitive promotion up to Grade 28 with successful performance in this position.

**Salary Ranges:**

Grade 25: $67,156 - $111,407

Grade 21: $55,771 - $92,211

**Minimum Qualifications**

**Experience**: Professional experience performing data analysis and interpretation, program evaluation, and/or process improvement in an academic, data administration or business data analytics environment.

• For Grade 25 level, we require three (3) years of experience.

• For Grade 21 level, we require two (2) years of experience.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Information Systems, Information Technology, Computer Science, Operations Research, Business Administration, Economics, Public Administration, Public Policy, Management, Finance, Statistics, Engineering or related field.

**Equivalency:** (1) An equivalent combination of education and experience may be substituted. (2) Possession of a graduate degree in one of the above fields may be substituted for one year of the required experience.

All resume submissions must address the preferred criteria for the position, which are listed in the full advertisement, preferably in a separate section of the resume.

Montgomery County Government offers competitive salaries and excellent benefits.

To view the complete job announcement and to apply,

please visit our website at https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html

click on the “Search Jobs" tab, and then on the Available Jobs link

Read the full job description under the “General Professional” Job Category.

Interested candidates must create an online account in order to apply.

The requisition number is IRC53397

This Recruitment will remain open until position is filled.

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which are listed in the full advertisement, preferably in a separate section of the resume.

Applicants are strongly encouraged to review the Resume Preparation Tips

listed under the “How to Apply” tab on the Office of Human Resource’s MCG Careers webpage.

EOE. M/F/H.