

## FISCAL SERVICES ADMINISTRATOR IV

### Assistant Director of Finance

#### Recruitment #22-004531-0004

DEPARTMENT	Maryland 529
DATE OPENED	8/9/2022 08:35:00 AM
FILING DEADLINE	9/30/2022 3:55:00 PM
SALARY	\$70,983.00 - \$116,257.00/year
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Shirley Williams
WORK LOCATION	Baltimore City

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### Introduction

Maryland 529 is an independent State Agency responsible for administering two IRC Section 529 College Savings Plans; the Maryland Senator Edward J. Kasemeyer Prepaid College Trust and the Maryland Senator Edward J. Kasemeyer College Investment Plan. The Maryland Prepaid College Trust (MPCT) is a "defined benefit" type plan and the Maryland College Investment Plan (MCIP) is a "defined contribution" type plan, both of which are designed to provide ways for families to save for future college expenses and reduce reliance on future student loan debt. In addition, the agency also administers the State's 529A program through the ABLE Act designed for Americans living with disabilities. The agency is overseen by an 11 member Board of Directors and the Executive Director. The Director of Finance directs and manages all accounts and financial operations for the agency. This position reports to and assists the Director of Finance.

This position is located in downtown Baltimore and serves at the pleasure of the Appointing Authority.

**All candidates will be subject to a background investigation to include criminal and credit history.**

### GRADE

22

### LOCATION OF POSITION

Maryland 529  
217 E. Redwood St. Suite 1350  
Baltimore, Maryland 21202

### POSITION DUTIES

This position serves as the Assistant Director of Finance and is responsible for oversight and recordation of revenues and fees, reviewing bank reconciliations, Investment Reconciliations

prepared by advanced accountant , approval of invoices processed by advanced accountant in FMIS, review and approval Journal Entries prepared by the advanced accountant. This position is responsible for reviewing operating expenditures within R\*STARS, the State's Financial System as well as Quickbooks, the agency's subsystem used to record all financial activities on a monthly, quarterly and annual basis. This position serves as the agency PCPA and manages agency corporate purchasing.

Oversees and enforces collection of revenues related to account holder contributions, enrollment fees, management fees, payment fees, late fees, account maintenance fees and investment plan fees; ensures proper safeguards are in place to prevent fraud or misreporting of cash receipts Ensures proper and timely reconciliation of the bank reconciliations (monthly).Reviews and approves the following bank reconciliations. Records revenue transactions in Quickbooks Accounting Software for both MPCT and ABLE accurately and timely. Oversees processing of invoices and interagency accounting entries, ensuring proper coding and fiscal year are applied for payments against accruals, ensuring employee reimbursements are processed and calculated correctly, and that all invoices are properly approved and processed timely and accurately in accordance with state requirements. Responsible for reviewing operating expenditures within R\*STARS, the State's financial system, as well as Quickbooks, the agency's subsystem used to record all financial activities including revenues, expenditures, fixed asset balances and investment activities; ensures reconciliation between the two systems (monthly, quarterly, and annually). Prepares monthly reconciliation of reports from FMIS and Quickbooks. The reports include but not limited to DAFRT130, DAFRG100 and DAFRG110. Serves as the agency PCPA and manages agency corporate purchasing card program, ensuring that CPC card holders are properly using their cards. Reviews monthly reconciliation reports from the Accountant Advanced position; ensures that the fiscal accountant is properly retaining documents and submitting reports to GAD as required. Serves as a back-up to the Director of Finance with the statewide budget process regarding formulation and execution of annual budget, communicates with Department of Budget and Management Analysts regarding budget submission and other budget related matters. Manages agency processing of biweekly regular and contractual payroll, reviews SPS data submissions against anticipated activity, confirms Central Payroll Bureau payout ties to SPS data submissions, and prepares timely payroll inputs for adjustments as needed. Verifies calculations with HR Department for exception reporting, including bonus calculations, retro calculations, over time calculations, increments, etc. Prepares annual position inventory to be used by DBM to generate personnel budget figures. Reconciles BAR's data to Workday data on a monthly basis. Serves as backup for and assists the Director of Finance with the Yearend Close, Budget, Audits and preparation of Annual Report. Manages and trains agency employees within the division, ensuring MS-22s are accurate, PEPs are properly administered and disciplinary and/or promotional actions are consistently and appropriately executed. Other duties as assigned.

## MINIMUM QUALIFICATIONS

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

Experience: Four years of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles, AND Four years of experience with preparing Annual Comprehensive Financial Report (ACFR) and/or Financial Statements, AND Four years of experience with preparing and /or approving Journal Entries AND Four years of experience with preparing and/or approving Bank Reconciliations, AND Four years of experience with preparing Budgets.

Notes:

1. 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

At least 3 year's experience of using FMIS.

Relevant State of Maryland experience in any of the following areas: budget, accounting, procurement, payroll and/or personnel.

Experience using MS-Office tools such as Word, Excel, PowerPoint, Access.

Experience using Accounting Software.

## SPECIAL REQUIREMENTS

Specific Competencies:

- Proven experience in recording receipts, bank reconciliations, and preparing financial reports.
- Experience with preparing budgets and projections.
- Proven ability to work effectively as a team member who performs the daily tasks.
- Proven ability to work independently, apply and interpret laws, policies and procedures and use of good judgment in evaluating and making decisions.
- Proven ability to effectively prioritize task, estimate time frames, meet deadlines, plan and use available resources, and coordinate work assignments with others.
- Proven experience presenting to a Senior Management.
- Proven ability to communicate effectively and maintain a courteous attitude toward the public and employees.

## SELECTION PROCESS

Please make sure that you provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date.

## EXAMINATION PROCESS

The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. It is important that you provide complete and accurate information on your application. Please report all experience and education that is related to this position.

## BENEFITS

### STATE OF MARYLAND BENEFITS

This position is located in downtown Baltimore and serves at the pleasure of the Maryland 529 Board. State employment benefits include paid holidays, vacation, sick and personal days; medical and dental plans; pension plan; 401k/457 plans; paid parking; employee credit union; direct deposit. All candidates will be subject to a background investigation to include criminal and credit history.

## FURTHER INSTRUCTIONS

For immediate consideration, please go to [www.jobaps.com/md](http://www.jobaps.com/md) to submit your application; please be sure to include a resume with your application materials. Online applications are highly

recommended. However, if you are unable to apply online, the paper application and supplemental questionnaire may be submitted to:


Department of Budget and Management, Recruitment and Examination Division,  
301 W. Preston St.  
Baltimore, MD 21201.

Paper application materials must be received in our office by the closing date for the recruitment. No postmarks will be accepted.

For questions regarding this recruitment, please contact the DBM Recruitment and Examination Division at [Application.Help@maryland.gov](mailto:Application.Help@maryland.gov) or 410-767-4850, MD TTY Relay Service 1-800-735-2258.

We thank our Veterans for their service to our country. People with disabilities and bilingual candidates are encouraged to apply. As an equal opportunity employer, Maryland is committed to recruitment, retaining and promoting employees who are reflective of the State's diversity.

**Click on a link below to apply for this position:**

<b>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</b>	<p style="text-align: center;"><b>Apply Online</b></p> 
<b>View and print the Supplemental Questionnaire.</b>	This recruitment requires completion of a supplemental questionnaire. You may view and print the <a href="#">supplemental questionnaire here</a> .
<b>Apply via Paper Application.</b>	You may also download and complete the <a href="#">Paper Application here</a> .