



**Program Specialist II (Accounts Receivable Specialist), Grade N21
Montgomery County Government
Department of Finance
Rockville, MD, US**

Salary Range: \$57,455 - \$93,895

The Accounts Receivable (A/R) Specialist ([Program Specialist II](#)) is a senior position in the A/R section responsible for accurate recording, tracking, and reporting of A/R activities. This position works closely with all levels of employees in the County who deal with receivables and collections of funds as well as the General Accounting section of the Controller Division, [Department of Finance](#).

This position requires handling of large data and spreadsheets and working knowledge of accounting rules and principles. This position will assist in documenting procedures, performing testing in the Oracle Financial system, resolving complex system issues, and recommending to the A/R supervisor or manager ways to improve efficiency and accuracy. This position will handle special projects involving research and independent work to complete and document findings and present recommendations to management.

A criminal background and credit history check will be conducted on the selected candidate prior to appointment and will be a significant factor in the hiring decision.

MINIMUM QUALIFICATIONS

Experience: Two (2) years of professional experience in accounts receivable.

Education: Graduation from an accredited college or university with a bachelor's degree.

Equivalency: An equivalent combination of education and experience may be substituted.

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> and click on the "Search for Jobs at MCG" tab.

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 **IRC55263**.

This Recruitment Closes **August 24, 2022**

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.

Applicants are strongly encouraged to review the **Resume Preparation Tips** listed under the "Resources" tab on the Office of Human Resource's MCG Careers webpage.

EOE. M/F/H.