



JOB OPENING

Accountant, Center Administration
Cambridge, MD
Full-time, Exempt Position

The University of Maryland Center for Environmental Science (UMCES) is looking for an Accountant to join their finance office. A sample of job duties include:

- Perform various general accounting support functions (cash management and accounts receivables)
- Provide journal voucher and payroll transfer approval support for other UMCES departments
- Perform various procurement related duties
- Perform contract and grant accounting related duties

The ideal candidate will have a Bachelor's Degree in accounting, finance or related business field and have an understanding of general accounting. The ability to utilize Microsoft Office Suite is required. The ability to meet ongoing deadlines in an accurate and timely fashion with effective communication skills is a must.

This position offers excellent State of Maryland employee benefits including medical, dental, vision and prescription coverage, retirement through the Maryland State Retirement Agency, tuition remission for the employee AND their dependents (100% of tuition covered at University of MD schools, 2 year requirement to cover dependents) and generous vacation, sick and personal leave.

Qualified applicants are invited to review the full job posting online and to apply through our job portal at <https://umces.peopleadmin.com>. For assistance completing the online process please contact Human Resources at 410-221-2017.

The **University of Maryland Center for Environmental Science (UMCES)** is one of 12 academic institutions within the University System of Maryland.

UMCES is an affirmative action/equal opportunity employer. The University System of Maryland and UMCES value all forms of diversity. Women, members of minority groups, and individuals with disabilities are strongly encouraged to apply.