



## Worcester County

Government Center  
Department of Human Resources  
One West Market Street, Room 1301  
Snow Hill, Maryland 21863-1213  
410-632-0090  
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STACEY E. NORTON  
Human Resources Director

**DEPARTMENT:** COUNTY ADMINISTRATION  
**JOB TITLE:** SENIOR BUDGET ACCOUNTANT  
**COMPENSATION:** GRADE 22/STEP 1 \$27.48 HOURLY/\$57,158 ANNUALLY –  
GRADE 22/STEP 8 \$32.68 HOURLY/\$67,974 ANNUALLY  
\*SALARY IS DEPENDENT ON QUALIFICATIONS  
**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** This position is responsible for administering grants procurement and grants compliance. This position is also responsible for capital project tracking and assisting the Budget Officer in all phases of budget preparation, maintenance, analysis of financial data and audit compliance. This position reports to the Budget Officer.

### General Requirements:

- Pre-employment background check and motor vehicle history
- Essential personnel with a work schedule in the office is Monday-Friday 8:00am-4:30pm

### Essential Job Duties and Responsibilities:

- Oversee and assist departments with grant procurement, financial reports and compliance in addition to administering specific County grants
- Present grant applications for approval and grant status to County Commissioners as requested
- Ensure grant compliance by applying accounting methods in tracking, maintenance of fiscal records and submitting required monthly, quarterly and final reports
- Responsible for ensuring financial and administrative compliance with federal, state and local grants.
- Response for preparation of the county's Schedule of Federal Awards (Expenditures)
- Responsible for annual 911 audit and state reporting
- Responsible for filing Maryland State Highway Revenue Reports
- Responsible for preparing EMMA (MSRB) Annual Financial Disclosure Documents
- Responsible for collaborating with departments in preparation of the Capital Improvement Plan
- Point of contact for Legislative Services Fiscal Note Preparation
- Assist the Budget Officer in all phases of grant administration and budget preparation including but not limited to: Capital Projects Tracking and Plan; Department and Capital Project Payables & Deposits; Budget Development, Audit preparation, including grant reconciliations at year end; Multi-Year Plan preparation; Monthly Journal Entries; Local Point of Contact for the MD Governor's Grants Office; Review Non-Profit Grant Request for Annual Budget; Lease Payables and Receivables; Annual Comprehensive Financial Report (ACFR) preparation
- Works with external auditors to ensure compliance and proper documentation
- Maintain accounting records for county funds as needed and post monthly journal entries with the General Fund and other funds.
- Assist in monitoring expenditures and review/approval of accounts payable invoices
- Analyze financial data and prepare clear, concise, and accurate reports in a specific timeframe.

EEO/AA

REVISED 10/25/22

SALARY REVISED 6-27-22

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- Learn new technology as necessary.
- Work with other departments and agencies as necessary
- Comply with the safety programs, procedures, training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Comply with Worcester County Personnel Rules and Regulations
- Perform all other duties as assigned

**Qualifications and Skills:**

- Bachelor's degree in accounting or related field plus 5-10 years or an equivalent combination of education and progressively responsible accounting and fiscal experience, preferably in a government accounting setting
- Exceptional organizational skills with an attention to detail
- Knowledge of budgeting and the related compliance
- Understand principles, practices, and terminology of the General Fund and governmental accounting
- Knowledge of capital purchasing and related requirements and threshold
- Government grants administration experience preferred
- Proficient computer skills in Microsoft Office Suite programs sufficient to create, implement and maintain detailed spreadsheets, presentations, correspondence & records plus extensive working knowledge of Internet
- Experience with New World and Docuware preferred
- Above-average oral, written and interpersonal communication skills necessary to perform essential job duties and work harmoniously with coworkers, officials and other government agencies using tact and discretion, exercise initiative, resourcefulness, and sound judgment
- Ability to work independently with limited supervision
- Familiarity with the System for Awards Management (SAM.gov) and OMB Circulars A-133, A-102 and A-87 required.

**Safety Analysis:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 20 lbs. No known significant hazard risk.

**Applicants may apply online:**  
**<https://worcesterhr.co.worcester.md.us/>**

**Deadline for receipt:**  
**Until Filled**