



## Howard County Government

# Fiscal Specialist II - Finance, Bureau of Reporting & Grants/ Division of Financial Reporting

<b>SALARY</b>	\$32.27 - \$58.58 Hourly \$67,127.00 - \$121,844.00 Annually	<b>LOCATION</b>	MD 21043, MD
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	23-00533
<b>DEPARTMENT</b>	Finance	<b>DIVISION</b>	Finance - Bureau of Reporting
<b>OPENING DATE</b>	05/12/2023	<b>CLOSING DATE</b>	5/26/2023 11:59 PM Eastern

## POSITION SUMMARY/CLASS DESCRIPTION

Performs professional accounting work. Responsible for applying generally accepted accounting principles (GAAP) and procedures to analyze financial data. Prepare accurate and timely financial reports and statements, the Annual Comprehensive Financial Report (ACFR). Ensures appropriate accounting control procedures are in place to effectively prepare, analyze and reconciling financial statements. Assignments require evaluative thinking and are carried out in accordance with GAAP and relative County policies. The work includes responsible contacts with employees in other departments, other governmental agencies, and financial institutions. Develop and propose recommendation for improved departmental procedures based on GAAP and GASB regulations.

### STARTING SALARY HIRING RANGE:

**\$32.27 - \$36.41**

**\$67,127 - \$75,738**

### CLASS DESCRIPTION:

Performs intermediate professional level financial administrative work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes examining and evaluating administrative and operational programs, financial reporting systems, and agency budgets; performing accounts and records audits; planning, developing, analyzing, and monitoring fiscal records and budgets; and preparing financial statements. Monitors budgeting activities and records of major departments. Supervises cashiers and oversees County banking operations.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other related duties may be assigned.

Prepares quarterly and annual financial statements for the Agland Fund, Recreation & Parks Special Revenue Fund, and Speed & School Bus Camera Enforcement Special Revenue Fund.

Prepares quarterly and annual financial statements for the Fire Service Building & Equipment Projects Fund, Recreation & Parks Projects Fund, Highway Projects Fund and General Improvement Capital Projects Fund.

Corresponds with investment custodian to process investment trades.

Perform year-over-year fluctuation analysis of general ledger accounts.

Assists in the annual preparation and submission of Restricted Fund calculations (for assigned funds described above) to be provided to Office of Budget.

Perform Daily Cash Monitoring activities by maintaining daily minimum targeted cash position for the County's Direct Deposit Account (DDA).

Process wire transfers between the County's institutional investment accounts.

Process debt payments and investment trades.

Prepares annual Landfill Agreed-Upon Procedures, for year-end audit.

Prepares the annual Comptroller of Maryland Speed Monitoring System Report.

Prepares the annual Highway User Revenue Report to the State. Prepares conversion entries, notes, and schedules for the annual ACFR.

Prepares notes, schedules, and statistics for the annual PAFR.

Assists in the preparation and submission of the state's Uniform Financial Report.?

Prepares complex journal vouchers.

Provides recommendations for improving the office's operations.

Analyze and reconcile balance sheet accounts for assigned funds on a quarterly basis and follow-up on reconciling items.

Stays abreast of new developments in Generally Accepted Accounting Standards, statements of the Governmental Accounting Standards Board and Generally Accepted Auditing Standards.

Research accounting issues as required.?

Ensures all financial reporting deadlines are met.

Assists in evaluating, testing, and implementing new systems within the division.

Learns and performs all essential job functions accurately.

Works and cooperates with co-workers and supervisors at all levels.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**MINIMUM REQUIRED EDUCATION/EXPERIENCE**

Bachelor's Degree and two (2) years of related experience or an equivalent combination of education and experience.

**PREFERRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:**

Bachelor's Degree with major course work in Accounting and experience in governmental accounting preferred.

Possess strong working knowledge of word processing, spreadsheet, and database software packages.

Certification as a Certified Public Accountant (CPA) or other related professional certification is preferred.

Detail oriented and must possess strong communication and analytical skills.

Ability to multi-task.

Ability to work independently.

Experience with SAP or other Enterprise Resource Planning systems a plus.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**LANGUAGE SKILLS, MATHEMATICAL SKILLS AND REASONING ABILITY:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Agency**

Howard County Government

**Address**

3430 Court House Drive

Ellicott City, Maryland, 21043

**Phone**

410-313-2033

410 313 0819

**Website**<http://www.howardcountymd.gov>**Fiscal Specialist II - Finance, Bureau of Reporting & Grants/ Division of Financial Reporting  
Supplemental Questionnaire****\*QUESTION 1**

Your application, which includes any associated supplemental questions, must be complete at the time of submission and must clearly articulate the required work experience relevant to the position for which you are applying. The submitted electronic document must outline accurate dates to include (month and year) in association with each work history entry. Vague descriptions of experience will not be considered. Please include all pertinent experience in your application to include, full or part time, volunteer, military, acting capacity, or any other such work history that is applicable to the position for which you wish to be considered. Descriptions of duties that state "see resume" will negatively impact your candidacy as resumes cannot be substituted in lieu of a completed application. Applicants will not be contacted for clarification or additional information.

I have read and understand the language outlined above.

**\*QUESTION 2**

**Are you willing to accept a salary offer within the salary hiring range commensurate with applicable experience/qualifications \$67,127 - \$71,242?**

Yes, I am willing to accept the starting salary hiring range.

No, I am not willing to accept the starting salary hiring range.

**\*QUESTION 3**

**Do you possess a Bachelor's Degree with major coursework in Accounting and two (2) years of related experience?**

Yes

No

**\*QUESTION 4**

**If you possess two (2) years of related experience, please explain how you acquired that experience to include your employer, position title, dates of employment and duties of the position. Please be advised that "See Resume" does not constitute an adequate response.**

**\*QUESTION 5**

**Please indicate your governmental accounting experience below:**

Four years or more

- Three years or more
- Two years or more
- One year or more
- None

**\*QUESTION 6**

If you indicated governmental accounting experience, please describe how you acquired this experience to include employer, position title, dates of employment and position duties. Please be advised that "See Resume" does not constitute an adequate response.

**\*QUESTION 7**

Do you possess experience reconciling general ledger and balance sheet accounts?

- Yes
- No

**\*QUESTION 8**

If you indicated reconciling general ledger and balance sheet accounts experience, please describe how you acquired this experience to include employer, position title, dates of employment and position duties. Please be advised that "See Resume" does not constitute an adequate response.

**\*QUESTION 9**

Do you possess experience preparing and analyzing financial statements?

- Yes
- No

**\*QUESTION 10**

If you possess experience preparing and analyzing financial statements, please explain how you acquired this experience to include your employer, position, dates of employment and position duties. Please be advised that "See Resume" does not constitute an adequate response.

**\*QUESTION 11**

Do you have experience in cash flow management?

- Yes
- No

**\*QUESTION 12**

If you indicated that you have experience in cash flow management, please explain how you acquired this experience to include employer, position, dates of employment and position duties. Please be advised that "SEE RESUME" does not constitute an adequate response.

**\*QUESTION 13**

Do you possess experience with SAP or other Enterprise Resource Planning systems?

- Yes
- No

**\*QUESTION 14**

If you possess experience with SAP or other Enterprise Resource Planning systems, please explain where you acquired this experience include your employer, position title, dates of employment, and position responsibilities. Please be advised that "See Resume" does not constitute an adequate response.

**\*QUESTION 15**

How did you hear about this position?

- NEOGOV/GOVT Jobs
- Linked In
- Maryland Association of Counties
- National Association of Counties
- CEAM
- ASCE
- Indeed
- Employee Referral
- Maryland Hispanic Chamber of Commerce
- Maryland Recreation and Parks Association (MRPA)
- Handshake
- Other

**QUESTION 16**

If you indicated "Other" in the previous question, please indicate specifically how you became aware of this position. Otherwise, indicate "N/A."

**\*QUESTION 17**

Are you a Certified Public Accountant (CPA)

- Yes
- No

**\*QUESTION 18**

Are you a Certified Public Financial Officer (CPFO)?

- Yes
- No

**\*QUESTION 19**

Please indicate your level of expertise with Microsoft Office applications.

- Beginner
- Intermediate
- Advanced
- None

**\*QUESTION 20**

I understand I am responsible for maintaining the accuracy of my contact information, including my street address, my e-mail address, and my contact telephone numbers. My failure to maintain accurate contact information may result in my not receiving information regarding this job announcement and/or may result in my not being further considered for this employment opportunity. To update this information visit [www.governmentjobs.com](http://www.governmentjobs.com), click on the "career seekers" link, and follow the prompts.

I have read and understand the language outlined above.

**\*QUESTION 21**

I certify that the information submitted in this application is true and correct to the best of my knowledge. I understand that providing false, erroneous, and/or misleading information may result in elimination from the hiring process and termination of employment if hired.

I have read and understand the language outlined above.

\* Required Question