

**MARYLAND GENERAL ASSEMBLY  
DEPARTMENT OF LEGISLATIVE SERVICES  
Office of Operations and Support Services  
Finance**

**RECRUITMENT NOTICE**

**Position:** Chief Financial Officer (Senior Manager)  
Regular, Full-Time Position

**Salary:** \$100,000 - \$157,000

**Principal Duties:**

- Prepare, analyze and ensure the adequacy of the annual operating budget requests for the Maryland General Assembly and the Department of Legislative Services
- Review and analyze expenditures to ensure accountability for appropriated funds
- Ensure the proper maintenance of a comprehensive system of accounting records
- Oversee the independent annual audit of the Department's financial accounting records
- Develop, maintain and utilize customized analytical tools necessary provide reasonable oversight of financial transactions
- Develop and maintain a proper system of internal controls (e.g., policies, procedures and documents) necessary to provide reasonable assurance that financial transactions are properly authorized and accurately recorded
- Provide management direction and policy guidance to ensure the security and proper maintenance of the Legislature's accounting records
- Provide management direction and policy guidance to ensure security and accurate recordation of, and the proper accountability for, the Department's fixed asset (i.e., furniture and equipment) inventory
- Review procurement solicitation documents and related contracts to ensure the proper usage of State funds within the relevant statutory framework
- Other duties as required to include projects such as:
  - Prepare job descriptions and conduct employee performance evaluations
  - Reviewing selected new legislation and /or statewide rules or regulations for potential fiscal impact on the Maryland General Assembly and the Department.
  - Draft policies and procedures

**Qualifications:**

- Bachelor's degree in business administration or related field from an accredited college or university, with sufficient credits to qualify for entrance to the Uniform CPA exam
- Minimum of seven (7) years of progressive experience in accounting, auditing or related field and minimum of five (5) years of supervision of professional and paraprofessional accounting staff
- Proficiency in Microsoft Excel
- Thorough knowledge of the principles and practices of accounting, internal control structure design, budgeting and financial management and their application to governmental accounting systems
- Ability to set unit-level priorities, plan to maximize to usage of allocated resources, organize, delegate effectively and monitor progress of multiple objectives
- Ability to effectively communicate both verbally and in writing with legislators, office staff, and MGA and other state agency management level employees and to establish and maintain effective working relationships
- Availability to work extended hours in order to complete legislative deadlines throughout the Legislative session or at other periods as needed. There is a requirement to be present during the 90-day Legislative session, even in unusually inclement weather

**SEND RESUME AND LETTER OF INTEREST BY MAY 31, 2019 TO:**

Department of Legislative Services  
Human Resources Office  
90 State Circle, Room 311  
Annapolis, MD 21401-1991  
FAX 410-946-5140 or 301-970-5140  
e-mail:[jobs@mlis.state.md.us](mailto:jobs@mlis.state.md.us) Website:<http://dls.maryland.gov/>  
**Code is 07/19 (Required On All Resumes)**

*The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.*

5/15/19