

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

RECRUITMENT NOTICE

Position: Budget & Financial Analysis Staff Accountant (Legislative Specialist I)

Salary Range: \$52,000 to \$70,000 (depending on experience & qualifications)

Principal duties:

- Conduct periodic reviews and analyses of posted payment transactions in accordance with a pre-established, post-transaction review plan to ensure their accuracy, completeness, timeliness, consistency, proper authorization, and compliance with related regulations, guidelines, policies or contract terms. These tasks will require the successful candidate to:
 - Interview staff to document and evaluate payment processes and control structure elements
 - Collect, review, verify and analyze documentary evidence necessary to adequately evaluate the transactions under review
 - Develop conclusions and relevant recommendations for corrective action
 - Prepare working papers to document procedures performed and conclusions reached
- Prepare periodic cost projections based on reasonable and relevant projection methodology
- Prepare journal entries and transfer
- Assist in compiling data for various reports and projections
- Complete assignments within the allotted time and meet any established deadlines
- Communicate effectively with unit managers and other personnel
- Write in a clear and concise manner
- Perform other duties as required. This may include, but not be limited to tasks such as:
 - preparing and reviewing adjusting journal entries
 - reviewing periodic reconciliations and allocations prepared by other staff
 - preparing transaction summaries or assembling data analyses in response to ad hoc requests
 - assisting various unit managers

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
- Two (2) years of progressive experience in accounting, auditing or related field desired. Additional years of relevant experience may be accepted in lieu of a bachelor's degree.
- Excellent written and verbal communication skills
- Strong analytical abilities
- Ability to work independently
- Experience working with automated accounting systems (preferably FMIS/R*Star knowledge) and basic computer skills (e.g. Microsoft Office Suite)
- Availability for extended work hours as required to meet legislative deadlines throughout the 90-day legislative session

Send your resume and letter of interest to:
e-mail: jobs@mlis.state.md.us, Website: <http://mgaleg.maryland.gov>
Code 13-21 (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.