

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE**

Position: Accounts Payable Supervisor, Personnel and Member Services
Finance Services Office
Office of Operations and Support Services (OOSS)

Salary: \$65,000 - \$130,000 based on experience and qualifications.

Application Deadline: July 15, 2026

Team Member Benefits: [Click Here to Learn More](#)

Principal Duties:

- Processing payroll transfer entries and budget amendments related to personnel and member services operations.
- Calculating the financial value of personnel and member service contracts and ensuring appropriate funding and accounting treatment.
- Reviewing member financial statements and available balances to determine the availability of funds for payroll and employment-related contracts.
- Preparing benefit-related journal entries and ensuring the accurate recording of employee benefit expenditures and liabilities.
- Assisting with year-end payroll accrual calculations and related financial reporting activities.
- Consulting with members regarding account balances, payroll obligations, and available funding to support informed hiring and staffing decisions.
- Serving as a primary resource for personnel and member services accounting matters and ensuring compliance with applicable fiscal policies and procedures.
- Providing supervisory direction and policy guidance to assigned staff to ensure the proper maintenance of the Department's financial accounting records.
- Other duties as required to include, but are not limited to, projects such as:
 - Conduct employee performance evaluations.
 - Ensuring proper staffing of the Personnel and Member Services Unit during peak processing times
 - Assisting the Deputy for Fiscal Operations in extracting/compiling accounting information, preparing account transaction summaries, or assembling data analyses as required to timely respond to ad hoc requests (e.g., PIA requests, inquiries from upper management, inquiries from auditors in support of the annual financial report or PCP examinations etc.)
 - Assisting in the development of policies and procedures

Qualifications:

- Bachelor's degree in accounting, finance, business administration, public administration, or a related field. Minimum of three (3) years of progressive experience in accounting, auditing, or related field. Additional professional accounting, bookkeeping, or related business experience may be substituted on a year-for-year basis for required college degree.
- Relevant professional experience may be considered in lieu of the required educational qualifications.
- Minimum of one (1) year of supervision of paraprofessional or professional finance or payroll accounting staff
- Availability to work extended hours 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.

To Apply: Email Resume and Cover Letter to jobs@mga.maryland.gov and include code 08-26. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

Website: <http://mgaleg.maryland.gov>

June 25, 2026

The Department of Legislative Services is an equal employment opportunity employer and does not discriminate based on race, religion, color, sex, gender identity or expression, sexual orientation, age disability, national origin, veteran status, or any other basis covered by appropriate law, regulation, or legislative policy.