

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

Position: Chief Financial Officer
Finance & Administrative Services
Office of Operations and Support Services (OOSS)

Salary: \$170,000 - \$235,000 based on experience and qualifications.

Application Deadline: October 30th, 2025

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

Principal Duties:

- Preparing, analyzing and ensuring the adequacy of the annual operating budget requests for the Maryland General Assembly and the Department of Legislative Services
- Reviewing and analyzing expenditures to ensure accountability for appropriated funds
- Ensuring the proper maintenance of a comprehensive system of accounting records
- Overseeing the independent annual audit of the Department's financial accounting records
- Developing, maintaining and utilizing customized analytical tools necessary provide reasonable oversight of financial transactions
- Developing and maintaining 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
- Providing management direction and policy guidance to ensure the security and proper maintenance of the Legislature's accounting records
- Providing 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
- Reviewing 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 Finance Unit operations

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 fields
- Minimum of five (5) years of supervision of professional and paraprofessional 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@mlis.state.md.us and include code 09-25. 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>

October 1, 2025

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.