

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

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

Salary: \$55,000 - \$79,500 based on experience and qualifications.

Application Deadline: July 15, 2026

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

Principal Duties:

- Assisting with the processing of personnel-related accounting transactions, including payroll transfer entries, budget amendments, journal entries, and related financial adjustments.
- Performing account reconciliations and reviewing financial records to identify discrepancies, omissions, or unusual transactions.
- Assisting in the preparation and maintenance of employee benefit allocation schedules and supporting documentation.
- Coordinating with Human Resources to identify, monitor, and reconcile employee payroll overpayments, track collection efforts, and ensure timely recovery of funds in accordance with established policies and procedures.
- Reviewing member expense transactions to identify taxable benefits, maintains supporting documentation, and ensuring appropriate reporting and withholding requirements are accurately processed.
- Prepares and analyzes personnel accounting reports, payroll-related reconciliations, expenditure activity, and supporting schedules to facilitate financial reporting and management oversight.
- Supports fiscal year-end personnel accounting activities, including payroll accruals, account reconciliations, and the preparation of supporting schedules to ensure the accuracy and completeness of financial records.
- Supports Workday personnel accounting functions through system testing, transaction validation, report development, and continuous process improvement initiatives.
- Provides analytical and administrative support for audits, financial reviews, compliance activities, and special projects involving payroll, employee receivables, and other personnel-related financial transactions.
- Providing customer service and responding to routine inquiries from legislators, legislative staff, and Department personnel regarding financial transactions and account activity.
- Performing other duties as assigned.

Qualifications:

- Bachelor's degree in business administration or related field from an accredited college or university or a minimum of two (2) years of progressive professional or paraprofessional experience in accounting, auditing, accounts payable or related field.
- Relevant professional experience may be considered in lieu of the required educational qualifications.
- Experience using financial management systems, enterprise resource planning systems, or governmental accounting systems is desirable.
- 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 09-26. 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.