



REVENUE AUTHORITY OF PRINCE GEORGE'S COUNTY

Accounting Manager (Full-Time) Monday to Friday 8:00am to 4:30pm

The Revenue Authority of Prince George's County is seeking an **Accounting Manager** to perform complex accounting activities in a variety of functional areas with strong leadership skills. The incumbent would report directly to the Chief Finance Officer, (CFO) and possesses sound knowledge of accounting principles and practices and demonstrates excellent analytical and problem-solving skills. This role involves a considerable degree of latitude for independent judgment, action and initiative when expediting complex accounting assignments and projects. The Revenue Authority of Prince George is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other Prince George's County agencies.

Responsibilities include but are not limited to:

- Oversees calculating, posting and verification of financial data for use in maintaining accounting and statistical records
- Manages the monthly financial close process, including ensuring all costs incurred are properly recorded, reviewing journal entries, account balance reconciliations and report preparation
- Performs reconciliations of general ledger accounts and approves ledger entries by auditing transactions.
- Performs monthly banks reconciliations and prepares monthly and quarterly accounting reports.
- Oversees, reviews and prepares a variety of journal entries, including accounts receivable aging analyses, audit and post cash receipt transactions.
- Analyzes financial statements to ensure accuracy and compliance with generally accepted accounting practices.
- Reviews and assists with Financial Compliance audits and reports.
- Compiles data for the yearly Audit as per the Auditors' request.
- Ensuring that the company maintains compliance with accounting legislation.
- Supervises the day-to-day tasks and functions of the Senior Accountant, Accounts Payable Technician, Junior Accountant and other assigned staff.
- Supervises and provides guidance to the accounting staff in the day-to-day operations to include accounts payable, accounts receivable, journal entry, ledger maintenance, revenue, expense and asset accounting.
- Authority on various personnel matters include preparing the work schedules, processing leave requests and performance management.

- Maintains the integrity of accounting records by ensuring that staff comply with accounting policies and procedures.

Qualifications/Skills Required:

- Bachelor of Science in Accounting Finance, Business Administration, or equivalent
- Minimum of Three (3) years of Accounting Supervisor experience
- Sound knowledge of accounting principles and practices
- Familiarity with Accounting Software, MIP Accounting *preferred*
- Internal audit and compliance experience
- Ability to process large amounts of numerical data
- Experience with automated accounting systems.
- Proficiency level with Microsoft Office; emphasis on Excel.
- Ability to lift files, open filing cabinets and bend or stand as necessary and lift up to 10 pounds.

Why Should You Join Our Team

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- Medical, Dental, vision, EAP services, and more!
- Vacation, Sick and Personal Leave
- 401K Retirement Savings Plan
- Telework/Hybrid Work for Qualified Positions
- Opportunities for Professional Development
- Friendly Team-oriented Work Environment

If you are interested in this position, we encourage you to apply!

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclid=19000101_000001&lang=en_US&jobId=9201301241718_1&source=EN

Conditions of Employment

Must successfully complete background check

Eligibility to Work

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

Closing Date

Open until filled.

Pay

\$110,000 Annually –Exempt