



**REVENUE
AUTHORITY
OF PRINCE
GEORGE'S
COUNTY**

Controller (Full-Time) Hybrid Monday to Friday 8:00am to 4:30pm

The Revenue Authority of Prince George's County is seeking a **Controller** to perform complex accounting activities in a variety of functional areas. Work involves a considerable degree of latitude for independent judgment, action and initiative when expediting complex accounting assignments and projects. Employees provide technical guidance and training to subordinate level positions.

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:

- Performs complex assignments within the entire scope of activities of the Authority with objectives of improving or expanding program operations.
- Ensures financial purchases and investment activities are accurate, compliant, and in strategic alignment to protect and strengthen the agency's return on investment (ROI).
- Prepares, reviews, analyzes, audits and researches financial statements, funds and reports in key functional areas.
- Prepares monthly Trial Balances and Revenue/Expense Statements.
- Develops a reliable cash flow projection process and reporting mechanism which includes a minimum cash threshold to meet operating needs.
- Approves cash disbursements by verifying check amounts against invoices, may authorize checks and wire transfers.
- Primary liaison between the agency and banking institutions. Reviews monthly bank balances with general ledger. Creates, assigns, manages and controls banking transaction workflow and authorizations.
- Develop, maintain and train staff on functions of applicable financial software utilized by the finance department.
- Required to use automated equipment in conjunction with preparation of monthly and annual financial statements and other assigned duties and responsibilities.
- Prepares cost/benefit analysis of prospective programs and projects.
- Assists with negotiation of contracts, leases, and other financial agreements.
- Prepares the annual fiscal audit for submission to Chief Financial Officer and works directly

with the Independent Audit Firm to complete annual tasks.

- Creates the annual operating and capital budget and monitors revenues and expenses related to approved budgets.
- Provides guidance and direction for development of all assigned employees to improve the overall professionalism of the department and the support provided to Agency.

Qualifications/Skills Required:

- Bachelor of Science in Accounting Finance, Business Administration, or equivalent
- Minimum of Three (5) years of progressive accounting experience
- This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Sound knowledge of accounting principles and practices
- Internal audit and compliance experience
- Ability to process large amounts of numerical data
- Must be able to lift up to 10 pounds.
- Experience with automated accounting systems.
- Proficiency level with Microsoft Office; emphasis on Excel.
- Familiarity with Accounting Software, MIP Accounting *preferred*

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=9201233308099_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

\$145,000 Annually –Exempt