



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

The Revenue Authority of Prince George's County is seeking a **Junior Accountant** to provide timely and accurate financial information and will share responsibility for Revenue accounting, account payables, receivables and reconciliation.

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:

- Controls, monitors and maintains a significant phase of an accounting system, including cash receipts applications, revenue recognitions/collection and accounts payable.
- Processes cash receipts and revenue recognitions for all programs and locations.
- Calculates management fees and acts as primary liaison for managed programs reconciliations.
- Designated Back-up support for Accounts Payable Technician.
- Creates new Vendor for accounts payable system and maintains W-9 info for Vendors.
- Reviews, analyzes and reconciles monthly reports and prepares adjusting journal entries, if necessary, to balance accounts/funds, and assist monthly closed out entries
- Processes Benefits expense allocations monthly.
- Reports the monthly County Stats (County Statistics).
- Reports the weekly/monthly revenue for the Parking Programs.
- Compiles data for the yearly audit as per the Auditors' request.
- Provides administrative support to management in coordinating interface of department activities.
- Maintains liaison with employees/vendors/taxpayers/citizens/Federal and State agencies to answer questions and resolve problems.

Qualifications/Skills Required:

- Bachelor of Science in Accounting or equivalent

- Minimum of two (2) years of related experience and/or training, or equivalent combination of education and experience.
- This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Must be able to lift up to 10 pounds.
- Experience with automated accounting systems.
- General experience 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!

[Revenue Authority of Prince George's County - JRA](#)

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

\$65,000 Annually –Exempt