



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

POSITION DESCRIPTION

Senior Accountant (Full-Time; Hybrid)

The Revenue Authority of Prince George's County is looking for an enthusiastic individual to fill this full-time opportunity. The agency 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 County agencies.

This is a senior level position, which involves administrative accounting and financial analysis work. The senior accountant is responsible for performing complex accounting activities in a variety of functional areas. The work involves a considerable degree of latitude for independent judgment, action and initiative when expediting complex accounting assignments and projects.

Typical Duties:

Oversees calculating, posting, and verification of financial data.

- Participates in the monthly and annual financial close processes, including ensuring all costs incurred are properly recorded, reviewing journal entries, account balance reconciliations, and report preparation.
- Maintains cash flow by monitoring bank balances and cash requirements.
- Approves cash disbursements by verifying check amounts against invoices, may authorize checks and wire transfers.
- Prepares, reviews, and approves general ledger entries.
- Conducts audits of transactions and performs reconciliations of general ledger accounts.
- Prepares monthly and quarterly accounting reports.
- Analyzes financial statements to ensure accuracy and compliance with generally accepted accounting principles.
- Provides regular updates to management regarding Agency finances.
- Provides administrative support to management in coordinating departmental activities.
- Ensures that the agency maintains compliance with applicable laws, regulations, and accounting standards.
- Ensures alignment of team to agency mission and organizational goals.
- Collaborates with peers and employees in other departments to improve agency operations.
- Assists with the planning, development, implementation, budgeting, maintenance, and support of all department functions.
- Administers and manages policies, standards, practices, and security measures for all department functions to assure effective and consistent operations.

Minimum Qualifications:

- Bachelor's degree in accounting, finance, business administration, or related field
- Three to five years, or longer, of demonstrated experience in accounting

- Familiarity with modern accounting software
- Proficiency with Microsoft Excel required
- General experience with Microsoft Office including Word, Outlook, Excel, PowerPoint, Teams

Preferred Qualifications:

- Three to five years, or longer, of demonstrated experience in governmental or nonprofit accounting preferred, but not required
- Familiarity with the accounting software MIP preferred, but not required

Why 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!

Conditions of Employment:

Must undergo 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.

How to Apply:

Please complete an application and submit your resume by clicking the link below.

<https://revenueauthority.applicantstack.com/x/apply/a2b62vrtvwmb/aa0>.

Salary:

Between \$80,000 to \$100,000 per year.

Closing Date:

Open until filled.