

## Worcester County - Job Opportunities

**DEPARTMENT:** TREASURER'S OFFICE  
**JOB TITLE:** SENIOR ACCOUNTANT  
**COMPENSATION:** GRADE 22/STEP 1 \$29.15 HOURLY/\$60,632 ANNUALLY TO  
GRADE 22/STEP 10 \$36.42 HOURLY/\$75,754 ANNUALLY  
*\*SALARY MAY BE HIGHER BASED ON QUALIFICATIONS*  
**WORK LOCATION:** PRIMARY LOCATION GOVERNMENT CENTER IN SNOW HILL  
**WORK SCHEDULE:** MONDAY TO FRIDAY, 8:00AM TO 4:30PM  
**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** Responsible for advanced accounting work and assisting management with the financial reporting of the County. This position is integral to ensure accuracy and timeliness of accounting activities and to maintain a sound financial control environment. This position reports directly to the Deputy Finance Officer and Finance Officer.

### **General Requirements:**

- Pre-employment background check
- Essential personnel subject to emergency call-back with little or no notice and ability to workdays, evenings, and weekends as needed

### **Essential Job Duties and Responsibilities:**

- Maintain accounting records and reconcile general ledger accounts, subsidiary accounts, and other accounts for County Funds as needed
- Reconcile cash accounts for various funds including the General Fund, Enterprise Funds, Custodial Funds, and Special Revenue Funds
- Record capital assets and update work in process reconciliation
- Reconcile due to/from general ledger accounts on a monthly basis
- Prepare monthly journal entries within the General Fund and Other Funds
- Process debt service payments for the General Fund and the Enterprise Funds
- Analyze accounting data to research and provide financial information to management
- Maintain internal controls, such as policies and procedures, to ensure the proper recording of financial data and a sound financial control environment
- Ability to analyze funds for reasonableness of revenues, expenditures, and balance sheet items
- Monthly, quarterly and annual account reconciliations and activity roll-forwards
- Participate in external audit, preparing audit schedules and providing information to auditors
- Assist in the preparation of the Annual Comprehensive Financial Report (ACFR)
- Prepare various regulatory, periodic, or annual reports, as assigned
- Assist in analyzing departmental workflow and job duties and recommend reorganization or realignment improvements
- Evaluate financial and accounting systems/programs and make recommendations for improvements
- Prepare clear, concise, and comprehensive financial statements, schedules, reports, and other materials
- Review and recommend new methods and procedures to make daily operations more efficient.
- Learn new processes and technology as necessary
- Completes assigned tasks accurately and by established deadlines.
- Cross train and back up other staff as needed

- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to the Worcester County Government Personnel Rules & Regulations
- Perform all other duties as assigned

**Qualifications and Skills:**

- Bachelor's degree in accounting or related field plus 5-10 years or an equivalent combination of education and accounting experience (government or public accounting experience preferred)
- CPA or CPA candidate preferred
- Exceptional organizational skills with attention to detail
- Proficient computer skills in Microsoft Office Suite programs sufficient to create, implement and maintain detailed spreadsheets, presentations, correspondence and records
- Have above-average oral, written and interpersonal communication skills necessary to perform essential job duties and work harmoniously with coworkers, officials, other government agencies, and general public using tact and discretion, exercise initiative, resourcefulness, professionalism, and sound judgment
- Ability to work independently with limited supervision and perform work correctly, accurately, and consistently while meeting deadlines timely
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to compose confidential and non-confidential correspondence and maintain confidentiality
- Ability to follow verbal and written instructions, and directions; keep records and logs; complete written forms accurately
- Ability to prepare reports and analyze data as required
- Must have a team-oriented work ethic and ability to collaborate
- Familiarity with the Catalog of Federal Domestic Assistance, Yellow Book, and OMB Circulars A-133 preferred

**Safety Analysis:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)*

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.