

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of the Executive Director
Finance & Administrative Services**

RECRUITMENT NOTICE

Position: Accounts Payable Control Clerk (Legislative Assistant II)

Salary Range: \$35,000 to \$48,600 depending on experience & qualifications

Principal duties and responsibilities:

- Maintain a tracking log for all incoming invoices and member and staff expense and travel reimbursement requests
- Review all payment requests and assign to accounts payable staff
- Scan all payment documents and relevant supporting documents
- Initiate updates to the SAP-based & R*STARS-based vendor tables
- Assist in preparing and reviewing adjusting journal entries
- Receive payments and refunds from customers and properly code
- Draft technical correspondence to business customers & stakeholders
- Provide office and telephone coverage in the Fiscal Operations office during normal working hours
- Other duties as required

Qualifications:

- At least 4 years of progressively responsible experience in accounting, auditing, or accounts payable
- Excellent written and verbal communication skills
- Strong analytical abilities
- Experience working with automated accounting systems (preferably FMIS/R*Star knowledge) and basic computer skills (e.g. Microsoft Office Suite)
- Availability for extended work hours as required to meet legislative deadlines throughout the 90-day legislative session, or at other periods as needed.

Send your resume and letter of interest by November 16, 2016, to:

Department of Legislative Services, Human Resources

90 State Circle, Room 311

Annapolis, Maryland 21401-1991

Fax: 410 946-5140 or 301 970-5140

e-mail: jobs@mlis.state.md.us, Website: <http://mgaleg.maryland.gov>

Code 15/16 SW (Required on all Resumes)

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