



**Maryland**  
Energy  
Administration

**Larry Hogan, Governor**  
**Boyd K. Rutherford, Lt. Governor**  
**Mary Beth Tung, Director**

### **AGENCY ACCOUNTING SPECIALIST III**

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund and the Maryland Renewable Energy Portfolio Standard (RPS), you will have an opportunity to work on the cutting edge of shaping and implementing Maryland's clean energy policies. We are looking for an experienced, high performing accounting specialist to supplement our financial team.

**Responsibilities:** The Agency Accounting Specialist III position will provide professional accounting work in the areas of salary projections, special fund accounting, contracts accounting and financial reporting responsibilities. This position is responsible for examining, analyzing, and interpreting accounting systems and reports within the Maryland Energy Administration (MEA) as it relates to the State and Department's fiscal policies and procedures. The position is also responsible for interpreting and applying pertinent laws and regulations to fiscal and accounting operations with regards to fund usage, GAAP requirements and generally accepted audit standards.

Typical duties include establishing accounting policies and procedures aligned with agency's targets, tracking the progress of financial and accounting objectives, managing month-end and year-end closing, overseeing daily transactions, including accounts payable/receivable, general ledger and bank reconciliations, auditing monthly reports for accuracy, organizing financial data into useable information and maintain updated records, creating and posting adjusting and correcting entries, system, establishing procedures to increase efficiency, entering and updating information into the State's financial systems (i.e. R\*STARS, FMIS, ADPICS).

**Qualifications:** Candidates must have at least five years' experience working in the Maryland State accounting systems; specifically the R\*STARS accounting system, FMIS and ADPICS. Candidates should have at least a bachelor's degree in Accounting from an accredited college or university.

Candidates must exhibit strong organizational, analytical and mathematical skills and must:

- possess the ability work independently, in teams, and under pressures of multiple high visibility deadlines
  - possess strong written and oral communication skills
  - advanced skills in spreadsheet software and Microsoft office products
  - have availability for extended work hours as required to meet budget and financial deadlines
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**To Apply:** Send cover letter, resume and salary requirements by email with “Agency Accounting Specialist III” in the subject line to [Jobs.MEA@maryland.gov](mailto:Jobs.MEA@maryland.gov). Candidates receive notification of receipt; however, only the top candidates will be invited to interview for the position.

**Salary:** This is a State full time PIN position at Grade 18 on the State’s Standard Salary scale.

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[www.Energy.Maryland.gov](http://www.Energy.Maryland.gov)