



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Fiscal Specialist IV, C06, \$40,123 - \$44,283 (B.O.E)
+ FRINGE BENEFITS

DEPARTMENT: Recreation and Parks

OPENING DATE: 02-14-18 **CLOSING DATE:** 02-28-18

MINIMUM QUALIFICATIONS:

Education: Associate's degree.

Experience: Three years or more of job related experience.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment;
- ◆ Pass extensive background investigation with favorable results.

JOB SUMMARY: Performs a wide variety of tasks to support department fiscal operations.

DUTIES:

- ◆ May:
 - prepare accounts receivables covering rents, loan payments and mortgages;
 - review journals and complex subsidy accounts, and monitors bank receipts and receivables;
 - assist with planning, forecasting, formulating, and overseeing budgets while assessing current and anticipated needs and costs and consulting with office staff on availability of funds;
 - implement cash receipts and disbursement transactions affecting with checking and savings accounts;
 - reconcile ledgers and uses financial information, prepares various monthly, quarterly, and year-end financial reports for county, state and federal government agencies;
 - assist in preparation of budget requests and compute salary and other accounting information;
 - copy; prepare envelopes and mail orders;
 - research and complete financial forms and charts;
 - assist in the preparation of grant proposals, modifications, renewals and special requests;
 - implement separate accounting systems for fiscal operations;
 - generate data for preparation of trial balances, general ledgers and maintain various double entry records;
- ◆ Performs other duties as assigned.

DEPARTMENTAL FUNCTIONS:

- ◆ Position takes the lead on Recreation and Parks General Fund, Wicomico Enterprise Fund, Capital Improvement Projects and Non-Profit Agencies budgets and payroll, policies, compliance and technical issues;
- ◆ Assist in the preparation of the annual budget for the Recreation and Parks General Fund and Wicomico Shores Golf Course Enterprise Fund in excess of \$5 million annually; and the Capital Improvement Projects budget in excess of \$8 million (based on FY2019 requested);
- ◆ Assist in the preparation of the Maryland Program Open Space proposals, grant proposals, modifications, renewals and special requests;
- ◆ Review and process all accounts payable and maintain all related reporting for contract services;
- ◆ Prepare quarterly accounts receivables covering rents, grants, etc.;
- ◆ Review journals and complex subsidy accounts, and monitors bank receipts and receivables;
- ◆ Prepare sales and alcohol tax for Wicomico Shores Golf Course;
- ◆ Assist in obtaining all necessary permits for the operation of the Wicomico Shores Golf Course;
- ◆ Develop and maintain weekly, monthly, quarterly and annual financial reports for all aspects of the Recreation and Parks General Fund, Wicomico Shores Golf Course, Capital Improvement Projects and Non-Profit Agencies;
- ◆ Review and process the timely payroll related information for full and/or part-time employees including assurance of accurate time and leave reporting information for payroll payment, and ensure accuracy changes and updates to payroll records;
- ◆ Coordinate with Human Resources personnel to ensure responsive resolution of employee payroll issues /inquiries;
- ◆ Support payroll process enhancements and address systems reporting issues, both technological and internal processes;
- ◆ Provide guidance to department supervisors and staff to ensure that employees are set up with correct information in their payroll record to ensure accurate payment of wages;
- ◆ Remain current with County policy, payroll laws (i.e., FLSA, FMLA), tax and benefit issues;
- ◆ Review and process new hire paperwork in a timely manner for all part-time employees ensuring accuracy and compliance with federal and state requirements;
- ◆ Maintain confidential employee records and related documents ensuring accuracy and organization of data;
- ◆ Tracking of Employee Performance Evaluations to ensure timely submission to HR;
- ◆ Processing of employee request for Travel and Training;
- ◆ Solve daily operational problems of varied scope and complexity.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government to the public;
- ◆ Expert knowledge of department practices and procedures;
- ◆ Knowledge of fundamental accounting principles;
- ◆ Ability to operate office equipment - copier, fax machines, multiple phone lines;
- ◆ Ability to prioritize and multitask; ability to follow through with assigned tasks;
- ◆ Ability to supervise, train, and monitor subordinate staff;
- ◆ Ability to keep accurate records;
- ◆ Ability to operate relevant computer systems, including hardware and software, and simple office machines;
- ◆ Knowledge of accounting principles and practices as they relate to payroll and budgets;
- ◆ Proficiency in MS Office including Excel and Word required;

- ◆ Must be very detailed-oriented, have strong organizational and analytical skills, and have the ability to prioritize;
- ◆ Ability to research payroll issues concerning earnings, deductions, taxes, etc.;
- ◆ Must be able to work staff daily in a professional and supportive manner;
- ◆ Experience with enterprise payroll and budget systems; familiarity with integrated systems a plus;
- ◆ Ability to research and handle extremely confidential information in a professional and discretionary manner, and effectively communicate the results of that information to employees and/or supervisors in a courteous and timely manner.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

COMPENSATION/BENEFITS:

Hiring Salary: \$40,123 - \$44,283 (B.O.E) annually

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, Potomac Building
Third Floor, Dept. of Human Resources
23115 Leonard Hall Drive, Leonardtown, MD
Phone: 301-475-4200 Extension: *1100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: *1109

Must press the * key before the extension

Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110.

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRApplication.asp>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.