

CITY OF HAGERSTOWN POSITION AVAILABLE

CITY OF HAGERSTOWN SENIOR ACCOUNTANT DOQ (\$50,689.60 - \$81,452.80)

This is a professional and limited supervisory position entailing maintenance and review of fiscal accounts. The Senior Accountant assists in maintaining complex fiscal records applying professional accounting principles and methods. This position assists in administration and supervision of accounting and budgeting functions. Work involves conducting analyses and evaluating municipal accounting problems through the exercise of considerable independent judgment subject to the established policies and procedures. Additionally, this position assists in the formulation and administration of policies and procedures relating to accounting and budget functions. Work is reviewed by and general supervision is received from the Accounting and Budget Manager. Some duties include, but are not limited to, reviewing and analyzing reports such as cash receipts, billing journals, budget, revenue, expenditure and other misc. reports; reconciling account balances such as cash, accounts receivable and accounts payable; assisting the Accounting and Budget Manager and the Director of Finance in the preparation of the comprehensive annual financial report; assisting with payroll review, reconciliation and processing; assisting with yearly physical inventory.

Qualifications: Candidates must possess a Bachelors Degree in Accounting, Business Administration or related field or an equivalent combination of education, training and experience. A minimum of five (5) to seven (7) years of experience in administration of accounting and budgeting functions is required. Candidate must demonstrate the ability to maintain a complex accrual ledger and supporting records applying professional accounting principles and methods, strong organizational and time management skills, as well as, considerable independent judgment subject to the established policies and procedures. Advanced use of spreadsheet, word processing, and report writing software applications is also required. Candidate must have a valid driver's license with a satisfactory driving record in accordance with City policy.

Contact: For a detailed job description or to apply online, please visit our website at www.hagerstownmd.org. Deadline to apply is Friday, August 19th, 2022 at 4:30 p.m. Candidates requiring special assistance should call (301) 739-8577, Ext. 108.