

Department of General Services
Contract Services Specialist II

The Contract Services Specialist II (Accounting Assistant) will be responsible for supporting the Major Projects Division in a fiscal capacity. This position will report to the Accountant, however will assist the Department in its entirety. The Contract Services Specialist II will be charged with the following:

- Responsible for a considerable amount of data entry of timesheet submissions – to include budget account entries.
- Research journal entries received from City Agencies; to be tracked, sorted and filed.
- Maintain Microsoft Excel database – to perform lookups of budget account numbers; and create reports.
- Processing requests which feed through the IFS system.
- Perform research of City Processes.
- Perform other duties under direction of the Supervisor.

REQUIREMENTS

- High School Diploma or GED preferred.
- 5 years' experience in performing fiscal activities, bookkeeping, or reconciling payroll records.
- Equivalent combination of Education and Experience acceptable.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Business or Accounting or fiscal discipline.
- Knowledge of Accounting principles and practices, i.e. general ledger.
- Exceptional judgement, detail-oriented with strong written and verbal communication skills.
- Proficient with Microsoft applications – Excel, Word, Outlook.

COMPENSATION

The salary for this position is \$15.00-\$22.50 per hour, commensurate with education and experience. This is a full-time contractual position.

For consideration, please send resume and cover letter referencing the job title to:

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