

Operations Officer IV
\$71,000 - \$113,500

The City of Baltimore, Department of Finance is seeking an Operations Officer IV (Accounting Supervisor) with a working understanding of GAAP, preferably as it relates to local governments, to manage, supervise the department, approve, and reconcile all the billing generated by the bureau. This also includes the general ledger responsibilities for these processes.

This position shall be directly responsible for the management of the issuance of all bills, credit and adjustments to accounts, as well as system upgrades, updates, and process improvements that will streamline the billing process. This position shall report to the Chief, Bureau of Accounting and Payroll Services.

The successful candidate will have demonstrated:

- ability to develop effective working relationships across complex business,
- ability to implement process improvement and information technology changes/updates,
- flexibility to changing work demands;
- strong analytical and problem solving skills, and
- a willingness and able to work extended hours when needed.

Eligible candidates are expected to have a minimum of five (5) years management experience in accounting and/or auditing and a Bachelor's degree in accounting or related field with sufficient credits to qualify to sit for the CPA examination. Governmental accounting experience preferred.

Interested candidates should submit a cover letter and resume that specifically addresses the applicant's experience relevant to this position:

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