

Bureau of Accounting and Payroll Services

Accounting Manager

Non-Civil Service Position

The City of Baltimore is seeking an Accounting Manager with a working understanding of GAAP, preferably as it relates to local governments, to manage, supervise, handle calls from customers and Agencies, and approve disbursements in accordance with City policy.

This position, shall be directly responsible for the management of the issuance of all checks, credit and adjustments to accounts, system upgrades and updates, process 1099, manage unclaimed property with the State of Maryland, and coding checks for miscellaneous payments. This position shall report to the Chief, Bureau of Accounting and Payroll Services.

Among other duties, the Accounting Manager:

- Develops effective working relationships across complex business.
- Implements process improvement and information technology changes/updates.
- Demonstrates flexibility to changing work demands,
- Shows strong analytical and problem solving skills.
- Demonstrates the willingness and are able to work extended hours when needed.

Qualifications:

- Bachelor's degree in accounting or related field with sufficient credits to qualify to sit for the CPA examination
- At least five (5) years management experience in payables, accounting and/or auditing.
- Experience in working within a Governmental entity is preferred.

Starting salary range is \$79,152 - \$126,582.

This position will be open until filled. Salary offer will be commensurate with experience. An excellent fringe benefit package accompanies the salary.

Interested candidates should submit a cover letter and resume to:

Baltimore City Finance Department
Attention: Barbara Berry
City Hall, Room 469
Baltimore, MD 21202
barbara.berry@baltimorecity.gov

Baltimore City is an Equal Opportunity