



REVENUE AUTHORITY OF PRINCE GEORGE'S COUNTY

Financial Controller (Full-Time) (Hybrid)

The Revenue Authority of Prince George's County is looking for an enthusiastic individual to fill this full-time opportunity.

The agency is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other County agencies. Positions are paid directly through the Revenue Authority of Prince George's County payroll.

This is senior level professional and administrative accounting and financial analysis work. Responsible for performing complex accounting activities in a variety of functional areas. Work involves a considerable degree of latitude for independent judgment, action and initiative when expediting complex accounting assignments and projects. Employee provides technical guidance and training to subordinate level positions.

Typical Duties

- Performs complex assignments within the entire scope of activities of the Authority with objectives of improving or expanding program operations.
- Performs the more complex reconciliation of designated accounts.
- Prepares, reviews, analyzes, audits and researches financial statements, funds and reports in key functional areas.
- Prepares monthly Trial Balances and Revenue/Expense Statements.
- Develops a reliable cash flow projection process and reporting mechanism which includes a minimum cash threshold to meet operating needs.
- Primary liaison between the agency and banking institutions. Reviews monthly bank balances with general ledger. Creates, assigns, manages and controls banking transaction workflow and authorizations.
- Develop, maintain and trains staff on functions of applicable financial software utilized by the finance department.
- Compiles data received from various sources and determines appropriate basis for allocation of costs to various cost categories; develops cost allocation plan for operating funds and prepares required schedules and supporting work papers.
- Required to use automated equipment in conjunction with preparation of monthly and annual financial statements and other assigned duties and responsibilities.
- Attends monthly Board meetings in absence of Chief Financial Officer.
- Prepares financial statements and works with outside auditors.
- Prepares cost/benefit analysis of prospective programs and projects.
- Assists with negotiation of contracts, leases, and other financial agreements.
- Assists with the preparation of budget and monitors revenues and expenses relative to approved Budgets.
- Primary contact for Annual Fiscal Audit. Works directly with Independent Audit Firm to complete annual task.
- Provides advice to the Chief Financial Officer concerning financial/accounting matters.
- Supervises the Accounting Manager and provides direction to other staff on financial matters

Minimum Qualifications

Bachelor of Science in Accounting or related field

- Minimum five (5) years of progressive accounting experience
- Familiarity with Accounting Software, MIP preferred.
- Proficiency level Microsoft Excel required.
- General experience with Microsoft Office Suite – Word, Outlook, Access

Preferred Qualifications

- Ability to use computerized equipment.
- Must have exceptional analytical and problem-solving skills.
- Must be able to work independently.
- Must be detail oriented and organized.
- Must be able to multi-task; work on many different projects at one time.
- Ability to communicate effectively, both orally and in writing.

Why Should You Join Our Team

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- · Medical, Dental, vision, EAP services, and more!
- · Vacation, Sick and Personal Leave
- · 401K Retirement Savings Plan
- · Telework/Hybrid Work for Qualified Positions
- · Opportunities for Professional Development
- · Friendly Team-oriented Work Environment

If you are interested in this position, we encourage you to apply!

Conditions of Employment

Must undergo background check

Eligibility to Work

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

How to Apply

rapgcjobs@co.pg.md.us