



Frederick County Government
Accountant II – Debt & Benefit Trusts

SALARY	\$68,720.00 - \$82,464.00 Annually	LOCATION	Winchester Hall - Frederick, MD
JOB TYPE	Full-time Regular	JOB NUMBER	FY24-00471
DEPARTMENT	Finance Division	OPENING DATE	04/10/2024
CLOSING DATE	Continuous		

JOB INFORMATION

Exempt; full-time; 40 hours per week; Monday – Friday; 7:30 a.m. – 4:30 p.m.; full-benefits

This professional position is responsible for various accounting and financial reporting responsibilities in and for the Debt & Benefit Trust Department of the Frederick County Finance Division. Duties include recording and reporting transactions for fund activities in accordance with generally accepted government accounting standards, with a focus on the County’s debt portfolio, as well as the operating and trust fund investments. Supervision is received from the Financial Services Manager.

Frederick County Government values the principles of diversity and inclusion, and strives to ensure equal opportunities for its workforce, applicants and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to Frederick County Government today.

TOTAL COMPENSATION PACKAGE:

Frederick County offers an extensive compensation package to reflect how highly we value our employees. The following is what you can expect in your first year as a full time benefited Frederick County Government employee.

- 11 days of Vacation leave with increase after 2 years of employment
- 15 days of Sick leave with unlimited annual carryover
- 11 paid scheduled holidays, plus 2 additional floating holidays
- Day 1 coverage of comprehensive Medical Insurance Plan options to include generous County HSA contribution (if enrolled in the high-deductible plan). This is part of a full range of benefits including Dental, Vision, and Flexible Spending
- 100% County paid 2x annual salary Group Term Life Insurance and AD&D benefit
- Work/Life balance programs include: Employee Assistance Program and Employee Wellness Program
- Generous Tuition Reimbursement Program
- County and Employee funded Defined Benefit Pension Plan
 - Vesting after 5 years of service (effective 7/1/2024)
 - Additional service credit for eligible previous public service, military service, etc.
- Other employee paid benefits such as Deferred Compensation Plan, Legal Resources, Supplemental Life Insurance, Critical Illness, Accident, and Hospital Indemnity Insurance, etc.

For more information, visit our [benefits](#) page on the [Frederick County Government job opportunities webpage](#).

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES

- Initiate and review transactions being entered into the general ledger of assigned areas of responsibility
- Prepare monthly reconciliation of debt and investment balances for all funds
- Monitor debt and pension transactions for timely payments and recording of transactions, that may require coordination with Human Resources, Treasury and Trustee banks
- Provide assistance and financial review to staff that manage funds with debt and investment transactions
- Review payment requests for special obligation bonds and draw requests for general obligation bond
- Prepare interim statements and the year-end financial report section of the County's Annual Comprehensive Financial Report involving assigned areas of responsibility
- Participate in Procurement solicitations for service providers
- Maintain subsystems related to debt and investment portfolios
- Prepare audit schedules and respond to auditor inquiries
- Project long-term impact on County and monitor actual performance against approved budget amounts for assigned funds

- Maintain an effective working relationship with staff to assure a smooth flow of accounting data; meet with staff from other departments as needed
- Represent the Debt & Benefit Trust Department at meetings, workshops and other sessions related to assigned funds
- Perform other duties as required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed above, nor do the examples cover all duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

QUALIFICATIONS AND REQUIREMENTS

The qualifications/requirements, knowledge/skills/abilities and physical requirements or working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Bachelor's degree in Accounting or a closely related business field (unofficial transcript may be requested)
- Minimum 2 years of work experience in a responsible accounting position
- Work experience utilizing automated accounting systems and Microsoft Office Suite software

KNOWLEDGE / SKILLS / ABILITIES

- Knowledge of accounting principles, laws, regulations
- Knowledge of the principles of accounting, business administration and finance
- Strong and effective mathematical and clerical skills, with the ability to accurately compile, prepare and verify detailed information
- Strong and effective written and spoken (English) communication skills, including the ability to prepare and present reports in a clear, concise and effective manner
- Ability to effectively organize work, determine priorities and complete assigned duties with minimal supervision
- Ability to effectively access and utilize computerized systems and equipment (e.g. Internet, word processing, spreadsheet, data management)
- Ability to effectively make independent decisions, prioritize work and complete assigned duties with minimal supervision
- Discretion and good judgment in dealing with financial matters and other confidential/sensitive information
- Ability to develop and maintain effective working relationships with co-workers and the general public

PREFERENCE MAY BE GIVEN FOR:

- Experience with Infor Government Financial System
- Related experience in municipal/local government
- Experience with Governmental Accounting, Auditing and Financial Reporting, as published by GFOA
- Experience working with municipal debt transactions and related accounting
- Experience with accounting for investment transactions
- Experience preparing a complete set of financial statements in accordance with the Governmental Accounting Standards Board and/or Financial Accounting Standards Board
- A Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) or Certified Government Financial Manager (CGFM)

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

- While working in this position, the employee is required constantly sit
- While working in this position, the employee is required to constantly work indoors

ADDITIONAL INFORMATION / EXAMINATION PROCESS

- Ability to provide own transportation to off-site meeting locations, as needed
- Available for varied working hours (which may include evening hours) for scheduled meetings, workshops and other departmental priorities

KIND OF EXAMINATION (may include):

1. An evaluation of training and experience
2. One or more interviews

Agency

Frederick County Government

Address

12 East Church Street

Frederick, Maryland, 21701

Phone

301-600-1070

Website<http://www.FrederickCountymd.gov/jobs>

Accountant II – Debt & Benefit Trusts Supplemental Questionnaire

*QUESTION 1

Do you have a Bachelor's degree in Accounting or a closely related business field?

- Yes
 No

*QUESTION 2

Do you have at least 2 years of work experience in a responsible accounting position?

- Yes
 No

*QUESTION 3

Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: When considering work history, 1 year of employment = 2,080 hours. If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be considered further.

*QUESTION 4

Do you have work experience utilizing automated accounting systems and Microsoft Office Suite software?

- Yes
 No

*QUESTION 5

Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: When considering work history, 1 year of employment = 2,080 hours. If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be considered further.

***QUESTION 6**

Do you have experience with Infor Government Financial System?

- Yes
- No

***QUESTION 7**

Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: When considering work history, 1 year of employment = 2,080 hours. If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not receive the preference credit.

***QUESTION 8**

Do you have related experience in municipal/local government?

- Yes
- No

***QUESTION 9**

Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: When considering work history, 1 year of employment = 2,080 hours. If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not receive the preference credit.

***QUESTION 10**

Do you have experience with Governmental Accounting, Auditing and Financial Reporting, as published by GFOA?

- Yes
- No

***QUESTION 11**

Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: When considering work history, 1 year of employment = 2,080 hours. If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not receive the preference credit.

***QUESTION 12**

Do you have experience working with municipal debt transactions and related accounting?

- Yes
- No

***QUESTION 13**

Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: When considering work history, 1 year of employment = 2,080 hours. If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not receive the preference credit.

***QUESTION 14**

Do you have experience with accounting for investment transactions?

- Yes
- No

***QUESTION 15**

Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: When considering work history, 1 year of employment = 2,080 hours. If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not receive the preference credit.

***QUESTION 16**

Do you have experience preparing a complete set of financial statements in accordance with the Governmental Accounting Standards Board and/or Financial Accounting Standards Board?

- Yes
- No

***QUESTION 17**

Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: When considering work history, 1 year of employment = 2,080 hours. If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not receive the preference credit.

***QUESTION 18**

Are you a current Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) or Certified Government Financial Manager (CGFM)? Select all that apply.

- Certified Public Accountant (CPA),
- Certified Public Finance Officer (CPFO)
- Certified Government Financial Manager (CGFM)
- I am not certified

* Required Question