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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** Fiscal Specialist IV, C06, \$40,123 - \$46,488 (B.O.E)  
+ FRINGE BENEFITS

**DEPARTMENT:** Office of the Sheriff

**OPENING DATE:** 07-12-17                      **CLOSING DATE:** 07-26-17

## MINIMUM QUALIFICATIONS:

**Education:** Associate's degree.

**Experience:** Three years or more of job related experience.

**Note:** Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

## ADDITIONAL REQUIREMENTS:

- ◆ Pass extensive background check with favorable results.

**JOB SUMMARY:** Performs a wide variety of tasks to support department fiscal operations.

## DUTIES:

- ◆ May:
  - prepare accounts receivables covering rents, loan payments and mortgages;
  - provide fiscal staff support to Fiscal Support Supervisor and Resource Services coordinator;
  - supervise, train and monitor all tasks performed by other Specialists including checking bills, statements, vouchers, receipts, and reports;
  - prepare transcripts;
  - review journals and complex subsidy accounts, and monitors bank receipts and receivables;
  - assist with planning, forecasting, formulating, and overseeing budgets while assessing current and anticipated needs and costs and consulting with office staff on availability of funds;
  - implement cash receipts and disbursement transactions afflicting with checking and savings accounts;
  - reconcile ledgers and uses financial information, prepares various monthly, quarterly, and year-end financial reports for county, state and federal government agencies;
  - assist in preparation of budget requests and compute salary and other accounting information;
  - copy; prepare envelopes and mail orders;
  - research and complete financial forms and charts;
  - assist in the preparation of grant proposals, modifications, renewals and special requests;
  - implement separate accounting systems for fiscal operations;
  - generate data for preparation of trial balances, general ledgers and maintain various double entry records;
  - process travel/training requests.

Performs other duties as assigned.

## **DEPARTMENTAL FUNCTIONS:**

- ◆ Accounts Payable/Accounts Receivable: Ensures invoices, statements, and expense vouchers are verified and prepared for payment accurately and in a timely fashion, in accordance with established procedures. Implement cash receipts and disbursement transactions afflicting with checking accounts. Prepares accounts receivables.
- ◆ Procurement: Assists with the Sheriff's Office procurement operations; monitors contract costs, terms and conditions; receives pricing information/quotes from COR and prepares requisitions and encumbrance requests. This position is responsible for monitoring accounts and encumbrance balances to ensure no over expenditure of funds. Coordinates changes or amendments with vendors, agency personnel and county departments to ensure compliance with policies and procedures.
- ◆ Travel/Training Requests: Review the availability of funds against the approved fiscal year funding sources for travel. Ensures the employee's per diem request is processed so payment is received in a timely fashion, in accordance with established procedures and policy. Agency credit card is reconciled monthly for all travel/training expenditures against all individual invoices or receipts.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government to the public;
- ◆ Expert knowledge of department practices and procedures;
- ◆ Knowledge of fundamental accounting principles;
- ◆ Ability to operate office equipment – copier, fax machines, multiple phone lines;
- ◆ Ability to prioritize and multitask; ability to follow through with assigned tasks;
- ◆ Ability to supervise, train, and monitor subordinate staff;
- ◆ Ability to keep accurate records;
- ◆ Ability to operate relevant computer systems, including hardware and software, and simple office machines;

## **PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

## **COMPENSATION/BENEFITS:**

Hiring Salary: \$40,123 - \$46,488 (B.O.E) annually

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY:** A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.  
ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, Potomac Building  
Third Floor, Dept. of Human Resources  
23115 Leonard Hall Drive, Leonardtown, MD  
Phone: 301-475-4200 Extension: \*1100 Fax: 301-475-4082  
Jobs Line: 301-475-4200 Extension: \*1109  
Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.com)  
**Must press \* before dialing the extension**

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator:  
[amber.hebert@stmarysmd.com](mailto:amber.hebert@stmarysmd.com) or (301) 475-4200, Extension: \*1110.

**APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAapplication.asp>**  
Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.