



**Maryland**  
Energy  
Administration

**Wes Moore, Governor**  
**Aruna Miller, Lt. Governor**  
**Paul G. Pinsky, Director**

## **Agency Financial Specialist**

**Responsibilities:** The Agency Financial Specialist is a key member of the MEA team, reporting directly to the MEA Director of Finance and Administration and performs the financial accounting, reporting and reconciliation services for the Agency, including accounts receivable, account payable and cash management.

Typical duties include review and authorization of financial transactions; reconcile agency accounts, fund sourcing and appropriations; prepare monthly statements of fund/cash expenditures and balances; prepare journal entries, federal financial reports and year-end closing documents; and classify expenses and revenues. The Agency Financial Specialist advises management on the status of accounts and recommends alternatives to improve the agency's financial position.

**Minimum Qualifications:** Candidates should have at least a bachelor's degree in Accounting or Finance from an accredited college or university as well as at least three years of professional experience in funds and cost accounting to include advanced duties in the areas of systems accounting, federal fund accounting and loan accounting. Preference will be given to candidates with at least two years of the experience working with transactions in the Maryland State budget and accounting processes and are proficient with the State of Maryland accounting and budgeting system; specifically R\*STARS accounting system and FMIS.

Candidates must be available for extended work hours as required to meet budget and financial deadlines.

**Desired or Preferred Qualifications:** Preference will be given to candidates with at least two years of the experience working with transactions in the Maryland State budget and accounting processes and are proficient with the State of Maryland accounting and budgeting system; specifically R\*STARS accounting system and FMIS.

Candidate must also have experience in the following:

Working independently, in teams, and under pressures of multiple high visibility deadlines  
With spreadsheet software and microsoft office products  
Experience in written and oral communication

**To Apply:** Send a cover letter, resume, writing sample, and salary requirements by email with “Energy Policy Manager” in the subject line to [Jobs.MEA@maryland.gov](mailto:Jobs.MEA@maryland.gov). Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position. Filing deadline is 3/13/2023.

**Salary:** This is a full time state employee position eligible for state benefits. Salary is commensurate experience and is in the range of \$67,802.00 - \$105,072.00 annual.