



**Maryland**  
Energy  
Administration

**Larry Hogan, Governor**  
**Boyd K. Rutherford, Lt. Governor**  
**Mary Beth Tung, Director**

## AGENCY ACCOUNTING SPECIALIST

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund and the Maryland Renewable Energy Portfolio Standard (RPS), you will have an opportunity to work on the cutting edge of shaping and implementing Maryland's clean energy policies. We are looking for an experienced Accounting Specialist to supplement our financial team.

**Responsibilities:** The Agency Accounting Specialist will be a key member of the MEA team, reporting directly to the MEA Director of Finance and Administration and performs accounting, reporting and reconciliation services for the agency.

Typical duties include working within established spreadsheets, ledgers and reports to update data used by the financial team; entering and updating information into the State's financial systems (i.e. R\*STARS, FMIS, ADPICS); confirming accuracy and timeliness of daily financial transactions; and researching and reconciling accounting discrepancies and recommending adjustments.

**Qualifications:** Candidates must have at least three years' experience working in the Maryland State accounting systems; specifically, R\*STARS accounting system and FMIS. Candidates should have at least a bachelor's degree in Accounting or Finance from an accredited college or university.

Candidates must exhibit strong organizational, analytical and mathematical skills and must:

- possess the ability work independently, in teams, and under pressures of multiple high visibility deadlines
- possess strong written and oral communication skills
- advanced skills in spreadsheet software and Microsoft office products
- have availability for extended work hours as required to meet budget and financial deadlines

**To Apply:** Send cover letter, resume and salary requirements by email with "Agency Accounting Specialist" in the subject line to [Jobs.MEA@maryland.gov](mailto:Jobs.MEA@maryland.gov). Candidates receive notification of receipt; however, only the top candidates will be invited to interview for the position.

**Salary:** \$25 - \$30 hourly, commensurate with experience. This is a State contractual position with partial benefits.