



**Maryland**  
Energy  
Administration

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

## AGENCY FINANCIAL 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 the best and the brightest people to join the team that has made Maryland one of the nation's leaders in clean reliable energy.

**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

**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 or bond 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.

Agency Financial Specialist 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 Financial 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:** This is a State permanent position with full benefits. Salary is commensurate with experience.