



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

**ADMINISTRATOR II**  
**Financial Specialist**

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund, the Maryland Renewable Energy Portfolio Standard, Greenhouse Emission Reduction Act, and the Climate Solutions Now Act you will have an opportunity to work on the cutting edge of shaping and implementing Maryland's environmental and clean energy policies. The mission of the MEA is to promote clean, affordable, reliable energy and energy-related greenhouse gas emission reductions to benefit Marylanders in a just and equitable manner. MEA will advance impactful energy policies and programs to help achieve Maryland's clean energy and greenhouse gas reduction goals.

**Position Responsibilities:**

**Fiscal Accounting** - Support agency expenditure and revenue accounting to include:

- Tracking and validating agency expenditures to ensure agency operates within its appropriation authority.
- Tracking and managing loan program repayments.
- Coordinating proper coding of agency financial documents, such as PO's, MOU's and salary transactions, by classifying expenses and revenues, and maintaining the agency chart of accounts.
- Preparing requisite Journal Entries, federal fund draws, and year-end closing documents.
- Support agency reporting requirements, such as the federal 1512 process, with accurate financial data and statistics.
- Developing and providing monthly statements of fund/cash expenditures and balances.
- Interface with State's accounting systems; specifically R\*STARS and FMIS (Financial Management Information System).

**Fund Management** – Coordinate aspects of agency funds to include:

- Tracking all federal, special and reimbursable fund accounts.
- Monitoring monthly revenues and expenditures against agency funds to ensure reconciliation with state Treasury records.
- Certifying funds and fund availability for personnel transactions and procurement requests for goods & services.
- Prepare requisite reports and analysis.

**Budgeting:**

- Prepares detailed budget exhibits and budget amendments.
- Interfaces with State budgeting systems.
- Supports agency presentation and defense of budgets; assists with responses to budget inquiries from the Department of Budget and Management and the Department of Legislative Services.

**Cash Management** – Verify petty cash balances and reconcile working fund checking account on a monthly basis, including verifying receipts to the monthly revenue reports.

Other duties as assigned

**Minimum Qualifications:**

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Four years of administrative staff or professional work.

Notes:

- Candidates may substitute 30 credit hours from an accredited college or university for each year up to three years of the required experience.
- Candidates may substitute the possession of a Bachelor's degree from an accredited college or university and one year of experience in administrative staff or professional work for the required experience.
- Candidates may substitute the possession of a Master's degree from an accredited college or university for the required experience.
- Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year-for- year basis for the required experience.

**Preferred Qualifications:**

Preferred candidates possess the following:

- Associates or Bachelor's degree in Business, Accounting or a related field.
- At least two (2) years of experience working in an Accounting or Financial related field.
- At least two (2) years of experience working directly with state, local, non-profits.

**To Apply:**

Send a cover letter, resume, college transcripts, if applicable, and salary requirements by email with "Financial Specialist" 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.

**Salary:**

This is a State contractual employee position and does not accrue benefits. Salary commensurate with experience, in the range of \$60,801 to \$97,940 annually.