

Worcester County - Job Opportunities

DEPARTMENT: TREASURER'S OFFICE

JOB TITLE: DEPUTY FINANCE OFFICER

COMPENSATION: NON-CLASSIFIED \$90,000 - \$125,000 ANNUALLY*
** SALARY MAY BE HIGHER BASED ON QUALIFICATIONS OR POSSESSES ADVANCED ACCOUNTING CREDENTIALS SUCH AS CGFM OR CPA.*

WORK LOCATION: PRIMARY LOCATION GOVERNMENT CENTER BUILDING, SNOW HILL, MD

WORK SCHEDULE: NORMAL SCHEDULE IS MONDAY TO FRIDAY, 8:00AM TO 4:30PM

APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: The Deputy Finance Officer will assist the Finance Officer in planning, organizing, coordinating, and directing all functions and activities of the Treasurer's Office. In the absence of the Finance Officer, the Deputy Finance Officer will assume the responsibility of managing the Treasurer's Office. This position reports directly to the Finance Officer and is appointment by the County Commissioners.

General Requirements:

- Successfully pass pre-employment background check
- Essential personnel subject to emergency call-back with little or to no notice
- Ability to work days, evenings, weekends, and holidays as needed

Essential Job Duties and Responsibilities:

- Oversees the daily cash collections and disbursement tasks of the office; researches processing errors as necessary
- Supervises 3 direct reports and motivates the 20 employees assigned to the Treasurer's Department; assists with providing direction, coordination, and evaluation of the department including interviewing, hiring, training, cross training, planning, assigning, and directing work; assists with appraising performance, rewarding and disciplining employees; assists with addressing complaints and resolving problems in accordance with the Departments policies and procedures and the County's personnel rules and regulations
- Develops and carries out policies and operating procedures for the administration of the department, the collection of taxes, the collection of enterprise funds fees, payroll, and the accounting of funds, and the maintenance of records
- Assists in the preparation of delinquent notices; County's foreclosure and tax sale process
- Monitors and researches taxation issues affecting real property, business tax, personal property, permits and user fees
- Works with County Administration and independent and State/Federal auditors, and provides required data and schedules and ensures that all financial operations are conducted in accordance with Federal, State, and local law, County Rules and Regulations and generally accepted accounting principles (GAAP)

- Assists in the preparation of the departmental budget and provides other financial support and analysis on an as needed basis
- Assists in the preparation of financial reports including the Annual Comprehensive Financial Report (ACFR), Uniform Financial Report (UFR), and related bond disclosure documentation
- Works with financial institutions and bond consultants to finance capital expenditures; analyzes and makes recommendations on debt management, and prepares related income tax filings on new debt
- Assists with the payroll processing including the preparation of required Federal and State reporting documents including W-2's and reviewing the tax withholding tables
- Assists with Debt and Cash management including all directly held County funds as well as fiduciary fund
- Reconciles Other Post Employment Benefits (OPEB) and make necessary transfers
- Ensures compliance with IRS guidelines, state guidelines, and federal guidelines
- Ensures financial operations are conducted in accordance with Federal, State, and local law, County Rules and Regulations and generally accepted accounting principles (GAAP)
- Presents pertinent information to employees, department heads, Finance Officer, Chief Administrative Officer and County Commissioners in private and public settings as requested
- Responds to inquiries and complaints in a supportive manner that promotes a positive resolution
- Ensures confidentiality of information and records and complies with record retention schedule
- Completes assigned tasks accurately and by established deadlines
- Learns new processes and technology as necessary and reviews processes to ensure efficiency
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Adheres to the Worcester County Government Personnel Rules & Regulations
- Ensures compliance with all applicable financial policies, rules, regulations, and laws; stays abreast of legal, regulatory and policy development affecting areas of responsibility; enforces legal and regulatory requirements impartially.
- Performs related duties and responsibilities as directed by the Finance Officer, County Commissioners, and the Deputy or Chief Administrative Officer

QUALIFICATIONS AND SKILLS:

- Bachelor's degree in accounting or related field plus a minimum of five (5) years of accounting experience, preferably in a government setting
- CPA, CGFM, and/or public accounting experience preferred
- Experience in office management and the supervision of accounting and clerical staff required
- Experience with implementation of ERP system preferred
- Knowledge of state and local government laws and accounting procedures; understands principles, practices, and terminology of governmental accounting
- Ability to perform each essential duty, demonstrate managerial ability at a level necessary to direct the work activities of the department where required

- Above-average oral, written and interpersonal communication skills necessary to perform essential job duties and work harmoniously with coworkers, officials, other government agencies, and the public using tact and discretion, exercise initiative, resourcefulness, professionalism, and sound judgment
- Willingness to assume responsibility and motivate others
- Must have a team-oriented work ethic and ability to collaborate
- Must be self-starter that takes initiative and has a sense of urgency
- Ability to work independently and effectively with limited supervision
- Ability to perform work correctly, accurately, and consistently while meeting deadlines timely
- Ability to read, analyze and interpret job relevant materials & tools including financial reports, spreadsheets and legal documents
- Exceptional organizational skills with attention to detail
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to respond to inquiries and complaints in a supportive manner that promotes a positive resolution; willingness to assume responsibility regardless of the source or nature of the issue and motivate others to provide superior customer service to employees and citizens
- Ability to define problems, collect information, objectively establish facts and draw valid conclusions necessary for recommendations and/or implementation of appropriate action
- Ability to compose confidential and non-confidential correspondence and maintain the highest confidentiality
- Ability to follow verbal and written instructions; keep records and logs; complete written forms accurately
- Ability to prepare reports, analyze data, prepare trend analysis etc.
- Ability to work in a fast-paced environment with interruptions
- Experience with Munis, New World and Docuware preferred
- Proficient computer skills in Microsoft Office Suite programs sufficient to create, implement, and maintain detailed spreadsheets with formulas and do advanced reporting, presentations, correspondence, and records

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.