

## Worcester County - Job Opportunities

**DEPARTMENT:** TREASURER'S OFFICE

**JOB TITLE:** FINANCE OFFICER

**COMPENSATION:** NON-CLASSIFIED \$120,000 - \$145,000 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 Finance Officer is a highly responsible department head position that has overall management and responsibility for planning, organizing, coordinating, and directing all functions and activities of the Treasurer's Office. This is a hands-on position responsible for the financial, departmental operations, and departmental personnel for the County. This position reports directly to the Chief Administrative Officer and is an 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:**

- Plans, organizes, coordinates, and directs all functions and activities of the Treasurer's office
- Supervises 4 direct reports and manages a team of 20
- Provides the overall direction, coordination, and evaluation of the department including interviewing, hiring, training, cross training, planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; 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
- Responsible for the proper collection of State and local taxes, the investment of County Funds, maintenance of public records and fund accounts and the administration of tax sales for delinquent taxes
- Plans, coordinates, and develops the preparation of the Annual Comprehensive Financial Report (ACFR) with the outside auditors and related stakeholders
- Works with County Administration and independent auditors, 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)

- Coordinates the reporting for Other Post Employment Benefits (OPEB) activity including the annual actuarial update and related reporting
- Reviews and implements Governmental Accounting Standards Board (GASB) pronouncements
- Responsible for the preparation of regulatory reports (i.e. UFR, Continuing disclosure related to bond debt)
- Works with financial institutions, rating agencies, and bond consultants to finance capital expenditures; analyzes and makes recommendations on debt management, and prepares related income tax filings on new debt
- Prepares and submits the departmental budget and provides other financial support and analysis on an as needed basis
- Manages Treasury operations and Debt portfolio obligations
- Oversees preparation of accounting workpapers including bank reconciliations
- Maintains the General Ledger including the review and posting of journal entries
- Supervises the disbursement of funds appropriated for the operation of the Treasurer's Office
- Ensures compliance with IRS guidelines, state guidelines, and federal guidelines
- 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.
- Presents pertinent information to employees, department heads, 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; 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
- 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 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
- Performs related duties and responsibilities as directed by the County Commissioners and the Deputy or Chief Administrative Officer

**QUALIFICATIONS AND SKILLS:**

- Bachelor's degree in accounting or related field plus a minimum of ten (10) years of accounting experience, preferably in a government setting
- CPA, CGFM, advanced accounting certification, and/or public accounting experience preferred

- Eight (8) years of 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
- 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 communicate well, both verbally and in writing; ability to work with and carry out the directives and policies of the County Commissioners and their representatives
- 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 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.