

ACCOUNTANT

RESPONSIBILITIES

- Support the Chief Financial Officer in all areas of accounting.
- Support the Claims Unit in all areas of accounting.
- Perform all necessary and required accounting responsibilities.
- Prepare deposits, process payments, and create financial reports.
- Assist CFO with the annual budget development process.
- Assist CFO with the preparation and submission of required tax forms.
- Maintain financial databases and spreadsheets as directed.
- Assist CFO with the annual audit process.
- Perform statistical analysis of claims, financial and other data, and distribute reports as directed.
- Serve as a back-up for the CFO.

QUALIFICATIONS

- Bachelor's degree in accounting from an accredited college or university (preferred).
- QuickBooks Certified (preferred).
- Proficient in computer software programs, to include Microsoft Office applications.
- Solid understanding of accounting and financial principles.
- Meticulous work ethic, problem solver, and critical thinker with the ability to prioritize responsibilities.

SALARY & BENEFITS

- Full time position
- Salary commensurate with experience
- Health, dental, and vision insurance
- Annual and sick leave
- Cost of living & merit increases
- SEP/IRA retirement plan
- Tuition reimbursement

TO APPLY

Applicants should email a letter of interest, resume, and three references to:

Frances Hughes Glendening, Executive Director
mailto: Jobs@mabe.org
Maryland Association of Boards of Education
621 Ridgely Avenue, Suite 300, Annapolis, Maryland 21401
Phone: 410-841-5414 | Fax: 410-841-8197

APPLICANT REVIEW BEGINS SEPTEMBER 19, 2022

POSITION REMAINS OPEN UNTIL FILLED