

Treasurer – Town of Bladensburg

The Town of Bladensburg, Maryland in Prince George's County is seeking a full-time Treasurer to manage their Finance Department. This position requires a Bachelor's Degree in Accounting or a related field and at least five years upper-level accounting experience. Preferred candidates will be a CPA and/or have a Master's Degree in Business, Accounting, or Public Administration, and have prior municipal or county governmental experience. Strong computer knowledge is essential and candidates should be proficient in QuickBooks Enterprise Accounting Software and MS Office Programs. The Treasurer is responsible for producing all financials, budgets, and variance analysis for the Town's departments. The Treasurer is also responsible for human resources functions such as payroll and management of employee benefits. Candidates must have great verbal, writing, and presentation skills as to communicate the Town's financials and budgets to the public.

Responsibilities include but are not limited to:

- Responsible for maintaining accurate and current financial records, including timely updating of financial activity and monthly reporting to Mayor and Council;
- Supervises accounting specialists and other office staff if necessary;
- Ensures expenditures, receipts, and other transactions are properly and timely recorded to the appropriate accounts and by department;
- Serves as the Tax Collector for the Town for business personal property taxes;
- Monitors and manages the County's cash and investment position, including daily cash balances, and monthly bank reconciliations;
- Manages bi-weekly payroll process and distribution of funds;
- Acts as benefits coordinator to include enrollments of health, dental, and vision insurances and other employee benefits; serves as coordinator of Maryland State Retirement Plan;
- Preparation of monthly departmental financial reports as compared to budget;
- Coordinates the annual audit and other special audits such as workers compensation;
- Assist the Town Administrator in preparing the Town's Annual Fiscal Budget for approval by the Mayor and Town Council;
- Prepares with the assistance from auditor's annual financial statements in accordance with all required guidelines (i.e., GASB's, GAAFR, etc.) and the State Uniform Financial Report; Ensures financial records are maintained in compliance with GAAP;

Salary Range – The salary range for the position is \$85,000 to \$90,000 depending on qualifications. The Town offers a full benefits package to include health, dental and vision.

Bladensburg is diverse community located one mile east of Washington, D.C. with a population of 10,000. The annual budget is \$6.6M supporting 50 employees in the areas of police, dispatch, code enforcement, and town administration. The Town of Bladensburg is a small office environment and candidates should be accustomed to taking on other responsibilities outside of normal duties as the Treasurer. The town offers fully funded individual health insurance, participation in the Maryland State Retirement System, paid vacation, sick, and personal days, along with comp time, and professional development opportunities and tuition assistance.

Candidates will be required to pass a rigorous background check to include fingerprinting, credit check, driving records, and criminal history. Interested candidates should send a letter of interest along with a resume and three professional references who can attest to the candidate's knowledge and experience and sent to Town Administrator, 4229 Edmonston Rd., Bladensburg, MD 20710 or to dsandlin@bladensburgmd.gov. The best consideration will be given to those who respond by November 8, 2019.