

MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy in the Office of Administrative Services.

Position: Accounting Team Lead
PIN: 5409
Starting Salary: \$51,352.46
Location: Budget Bureau

Minimum Qualifications:

Typically requires a Bachelor's Degree and 5-6 years of experience.

Primary Functions:

- Supervise the Grants Management Division
- Monitor the cash management process for federal grants
- Assist program staff in applying for federal grants
- Accept and manage federal grant awards
- Prepare reimbursement requests for federal grants and electronically draw funds
- Prepare monthly, quarterly and annual financial reporting documents related to grants
- Responsible for the distribution of financial information to program staff
- Approve and maintain grants in MAGIC
- Prepare journal vouchers
- Assist in preparation of GAAP packages
- Complete others duties as assigned