

# MDEQ JOB ANNOUNCEMENT



**Position:** Program Specialist III  
**PIN:** 5325  
**Starting Salary:** \$47,860.24  
**Location:** Surface Water Division-Construction Branch

## **Minimum Qualifications:**

Typically requires a Bachelor's Degree and 2-4 years of experience.

## **Primary Functions:**

- Working with various internal personnel and external stakeholders concerning financial-related issues.
- Managing the accounting system(s) utilized by the Construction Branch in tracking funds received/disbursed related to capitalization grants, state match (bonds), investment interest, loan payments (disbursements), repayments, and administrative cost associated with the Clean Water State Revolving Fund (CWSRF), the Emergency Water Pollution Control Emergency Loan Fund (WPCELF) program, and the Sewer-Overflow and Stormwater Reuse Municipal Grant program (OSG).
- Insuring compliance with Single Audit and Federal Financial Audit requirements.
- Assist the Administrative Coordinator with Federal and State Annual Reporting, including the electronic reporting in the Federal/EPA CWSRF data systems.
- Developing/maintaining various standard operating procedures (SOPs), forms, and checklist needed to ensure continued efficient operation of various program functions.
- Complete special projects and tasks toward achieving program goals and objectives.