



## VACANCY ANNOUNCEMENT Accounting Manager

Anne Arundel Workforce Development Corporation (AAWDC) is a nationally recognized, innovative workforce development organization that provides high quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success.

We are seeking an **Accounting Manager**. This is a professional position that will report to the Chief Financial Officer (CFO). This position is based in Millersville, MD.

### **Position Summary**

AAWDC is a component unit of the County operating as an independent nonprofit and managing numerous initiatives to develop the workforce of the County and region. AAWDC is funded by multiple grants, each with its own set of compliance, spending and reporting requirements. Most are federal funds so the overall compliance framework is set by 2 CFR 200. The Accounting Manager will have broad responsibility for the administration of AAWDC's accounting, financial and budgetary functions including accounts payable, billing and collections—mostly under cost-reimbursement grants, general ledger maintenance, obligation tracking, periodic and ad hoc internal and external financial reporting, maintenance of financial systems, and related functions. The incumbent is expected to work closely with the CFO and program management teams to monitor and enforce adherence to regulatory and grant requirements, organization and program policies and budgets, and performance standards. This is a very hands-on position working with a small team so overlap and collaboration is expected.

### **Required Knowledge and Abilities**

#### **Education**

A BA/BS degree in accounting, finance or related field is preferred but an Associate's Degree with successful accounting and financial management experience in a complex, grant-funded environment may be substituted.

#### **Experience and Knowledge**

A minimum of 4 years of successful accounting and financial operations experience to include 2 years of project or program accounting, preferably in a grants management or government-contracting environment, is required.

#### **Skills and Certifications**

CPA or CMA with knowledge of federal program requirements preferred. Demonstrated ability to track costs by multiple grants/programs/projects/cost centers—each with its own unique budget—is required. Ability to interpret and communicate complex financial data, compliance requirements, and consider strategies to improve financial performance is required. Ability to work effectively with internal and external partners across multiple disciplines must be demonstrable. Ability to multi-task and work in a fast-paced environment while maintaining unfailing attention to detail is a critical success factor in this position.

**To Apply:** Send cover letter with salary requirements and resume to [jobs@aawdc.org](mailto:jobs@aawdc.org) by October 31, 2016.

***No phone calls or mailed applications will be accepted. Only selected applicants will be contacted.***

***Anne Arundel Workforce Development Corporation (AAWDC) is an Equal Opportunity Employer.***