Title: Senior Accountant  
Category: Exempt  
Department: Budget and Business Services  
Benefits: 22 Days Annual Leave, 15 Days Sick Leave, 3 Days Personal Leave, 15 Paid Holidays, Tuition Remission, Health, Dental, Vision and Prescription coverage

The University of Maryland Libraries serve more than 37,500 students and 4,200 faculty at the University System of Maryland’s flagship campus and constitute the largest university library system in the Washington D.C./Baltimore area. The University of Maryland Libraries share the teaching, learning and research goals of the university. Recent membership in the Committee on Institutional Cooperation, a robust organization of Big Ten member institutions, is particularly meaningful to the University Libraries and will further propel the university’s ascendancy in academic excellence.

The Senior Accountant is responsible for complex account reconciliations, retrieval of financial data from the University’s Kuali Financial System (KFS), analysis and manipulation of financial data using Microsoft Office products, assisting the Manager for Budget and Business Services with the preparation of financial reports and budgets and with special projects as assigned. The Senior Accountant is also responsible for all activities related to payroll, and is back-up for procurement and grant accounting functions for the University of Maryland Libraries. In this role the Senior Accountant will also serve as back-up for the Manager and will be the acting Manager during the Manager’s leave periods.

**Required Qualifications:**
- Analytical skills and the ability to identify and resolve problems and recommend solutions
- Ability to identify, evaluate, and resolve account discrepancies to ensure the accuracy of all financial documents
- Experience with extracting financial data from campus financial systems, and providing additional complex manipulation of the data for reporting and analysis using database and/or spreadsheet software
- Attention to detail and basic knowledge of mathematical methods and techniques
- Knowledge of relevant University policies and procedures
- Works well within and across organizational unit.
- Ability to multi-task and consistently deliver high quality work on time
- Ability to maintain confidential information
- Must have excellent interpersonal and oral/written communication skills

**Required Education and Experience:**
- A bachelor’s degree in accounting or related field
- A minimum of five (5) years of prior work experience in budgeting, accounting, financial statement preparation, and/or complex reconciliations
- Must have a demonstrated ability to work independently and use good judgement in making decisions in accordance with established policies
- Working knowledge of campus systems, KFS and PHR
- Proficiency in Microsoft Office products with demonstrated expertise in Excel

To view full position description, please use the following URL, [http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions](http://www.lib.umd.edu/hr/employment-opportunities/staff-faculty-positions).

**APPLICATIONS:** Electronic applications required. Please apply online at [https://ejobs.umd.edu/postings/40633](https://ejobs.umd.edu/postings/40633). Local candidates are encouraged to apply; no relocation assistance will be provided. You must be legally able to work in the United States. An application consists of a cover letter which includes the source of advertisement, a resume and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until March 7, 2016.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.