

Maryland State Agency Job Announcement Special Appointment

Maryland (Teachers & State Employees) Supplemental Retirement Plans

MSRP Finance Director

Please mail your completed State application to:
MSRP, 6 Saint Paul Street, Suite 200, Baltimore, MD 21202
Or Email to info@msrp.state.md.us

RECRUITMENT FOR: MSRP Director of Finance (one opening)

SALARY: \$47,709 - \$76,598 (Grade 19) and a generous leave and benefits package.

CLOSING DATE: February 2, 2007

LOCATION: MSRP, 6 Saint Paul Street, Suite 200, Baltimore, MD 21202.

POSITION DUTIES: This is the chief financial officer for the statewide, voluntary retirement savings plans for State employees and higher education teachers and a senior member of Staff to the MSRP Board of Trustees. Duties include supervising the compilation of financial and statistical information on the plans, investments, and service providers, and monitoring agency revenues and expenses. Also included is analysis and evaluation of such information; preparing reports, examinations, studies for the Executive Director and the Board of Trustees. This position manages a small staff, maintains internal controls, prepares the agency budget request, controls expenditures, and makes group presentations at regular board meetings but also as needed with Plan participants, business partners, and legislative oversight committees. The Finance Director also manages certain procurements, directs or coordinates audit examinations and the preparation of reports.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Professional Designation: Certified Public Accountant is required.

Education: A bachelor's degree from an accredited college or university, preferred in economics, accounting, business or other financial field.

Experience: Six years of experience in accounting/finance administration with three years of supervisory experience. Preferred experience in pension plans, employee benefit programs with pension components, tax law and regulations, and investments. Experience with governmental accounting and financial management systems is a plus.

TO APPLY: Applications will be evaluated based on the materials submitted in relation to the above position responsibilities and requirements. Therefore, it is important to provide complete and accurate information. Please submit your resume or State application (MS 100) to the address and/or Email address above. An example of a document authored by the applicant is welcome to illustrate writing skills. All applications must be received or mailed by the closing date shown at the top of this announcement to be considered.

Equal Opportunity Employer