

Functional Title: Grants Management and Accounting Assistant
Title: Accounting Clerk III
Category Status: 31-Nonexempt, Contingent 1
Unit: UMCES - Maryland Sea Grant

Closing Date: Rolling, Review start date December 4

Department: UMCES - Maryland Sea Grant College Program. Job will be physically located in College Park, MD.

Position Summary:

Maryland Sea Grant College (MDSG) is seeking a part-time Grants Management Assistant for up to a six-month contract. Duties and responsibilities of the Account Clerk III include (but are not limited to) the following:

- Monitors departmental accounts by gathering statistical data, maintaining reports and records, identifying variances, errors and discrepancies.
- Reviews and processes financial documents such as invoices, vouchers, receipts, requisitions, timesheets and reports, ensuring accuracy of mathematical computations and completeness.
- Performs clerical duties for MDSG Business Office, including preparing and logging purchasing requests.
- Assists in monitoring MDSG accounts by gathering reports and records and identifying errors and discrepancies.
- Inputs data, records and verifies details of financial transactions in journals, ledgers and automated systems.
- Provide office support daily building maintenance oversight, backup for receptionist.

Minimum Qualifications: High School diploma or GED and 3 years accounting clerical experience.

Required Knowledge, Skills, and Abilities:

General knowledge of bookkeeping principles, mathematical methods and techniques and accounting standards. Skill in performing mathematical computations; in reviewing and processing financial documents; in reconciling financial data; in operating calculators, keyboards, manual and automated office equipment, personal computers and financial software; in inputting data. Ability to communicate effectively; to prepare written records and reports; to establish and maintain effective work relationships; to lead and train others in assigned accounting clerical or bookkeeping work.

Preferences: Familiarity with Excel, grants accounting, and university financial management systems. Bachelor's degree in accounting or a related field.

Hiring range: This is a non-exempt, part time, hourly contingent 1 contract. Hourly rate range from \$18.57 to \$29.65 per hour depending on experience.

Apply: Send an email to mallen@mdsg.umd.edu for the “Grants Management Assistant” position. Attach as a pdf: a cover letter outlining your interest in the position; a resume; and a list of three references. Review begins December 4 and will remain open until the position is filled.

Campus/College Information

The University of Maryland Center for Environmental Science unleashes the power of science to transform the way society understands and manages the environment. By conducting cutting-edge research into today’s most pressing environmental problems, we are developing new ideas to help guide our state, nation, and world toward a more environmentally sustainable future through five research centers—the Appalachian Laboratory in Frostburg, the Chesapeake Biological Laboratory in Solomons, the Horn Point Laboratory in Cambridge, the Institute of Marine and Environmental Technology in Baltimore, the Integration and Application Network in Annapolis, and the Maryland Sea Grant College in College Park. www.umces.edu

Maryland Sea Grant (www.mdsg.umd.edu), located in College Park, is a federal-state partnership that supports scientific research, education, and outreach focused on restoring and preserving the Chesapeake Bay and Maryland’s coastal bays and watershed resources. We serve as a bridge between scientific expertise and the needs of people who manage, conserve, enjoy, and make their living from the Chesapeake Bay, America’s largest and most productive estuary.

EEO Statement: Diversity, equity, and inclusion are core values at UMCES. Successful candidates for this position will be expected to collaborate effectively with diverse colleagues and stakeholders. We strongly encourage applications from underrepresented groups, including individuals with disabilities, veterans and women.

The University of Maryland Center for Environmental Science is an equal opportunity employer. The Center’s policies, programs, and activities are in conformance with pertinent Federal and State laws and regulations on nondiscrimination regarding race, color, religion, age, national origin, sex, and disability. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990; or related legal requirements should be directed to the Director of Human Relations, Center Administration, P.O. Box 775, Cambridge, MD 21613.