

**Accounting Clerk II – Contractual Contingent I Hourly
UMCES - Maryland Sea Grant**

Closing Date: Rolling, Review start date September 2

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

Campus/College Information: University Information: UMCES, a research institution, is comprised of four laboratories and Maryland Sea Grant, which are located in different regions throughout the state. More about UMCES can be found at www.umces.edu/locations. 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.

Position Summary:

Maryland Sea Grant College (MDSG) is seeking a 0.5 FTE Accounting Clerk II (approx. 20 hours per week) with an interest in the environment for a six month contract. Duties and responsibilities of the Account Clerk II include (but are not limited to) the following:

- 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.
- Reviews and processes financial documents such as invoices, vouchers, receipts, requisitions, timesheets and reports, ensuring accuracy of mathematical computations and completeness.
- Provide office support daily building maintenance oversight, backup for receptionist.

Minimum Qualifications: High School diploma or GED and 1 year accounting clerical experience.

Preferences: Familiarity with Excel and university financial management systems. Pursuing or completed a bachelor's degree in a related field. We encourage environmental studies students and individuals interested in learning the business side of an environmental organization to apply.

Hiring range: This is a non-exempt, part time, contingent 1 position. Hourly rate range from \$15.40 to \$19.25 per hour.

Apply: Please send an email with the subject line “Accounting Clerk Position” and include as a pdf: a cover letter outlining your interest in the position; a resume; and a list of three references to employment@mdsg.umd.edu. Best consideration date is September 2. Applications will be accepted until position is filled.

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.