



**MARYLAND DEPARTMENT OF TRANSPORTATION**  
invites applications for the position of:

## **Accounts Payable Assistant (Administrative Officer I)**

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|----------------------|---------------------------------------|
| <b>SALARY:</b>       | \$39,768.00 - \$62,882.00<br>Annually |
| <b>OPENING DATE:</b> | 08/11/21                              |
| <b>CLOSING DATE:</b> | 08/25/21 11:59 PM                     |
| <b>DESCRIPTION:</b>  |                                       |

### **OPEN RECRUITMENT**

#### **Position Specific Recruitment**

*This is a position-specific recruitment and is open to anyone who meets the minimum and selective qualifications listed below. The resulting list of eligibles will be used to fill this Maryland Department of Transportation Maryland Port Administration (MDOT MPA) position or function only. You will need to reapply for any future recruitment conducted for this job classification.*

*If you have ever taken a flight from BWI Thurgood Marshall Airport; renewed your Maryland driver's license; traveled to an Orioles game on the Light Rail; embarked on a cruise from the Port of Baltimore; received roadside assistance from CHART Emergency Patrol; reduced your commute time by using one of Maryland's toll roads; or applied for Minority Business Enterprise (MBE) certification, then you have experienced some of the superb services provided by the Maryland Department of Transportation (MDOT).*

*MDOT has various careers for people of all experiences, backgrounds, and abilities who come together to contribute to one mission—connecting our customers to life's opportunities. Join us in serving our Maryland residents, visitors, and businesses!*

**The Maryland Department of Transportation Maryland Port Administration (MDOT MPA) is recruiting for an Accounts Payable Assistant (Administrative Officer I).** This position will provide support services to the Accounts Payable Department in order to facilitate the accurate and timely processing of all MDOT MPA requests for payment, utilizing the MDOT Financial Management Information System (FMIS), The State of Maryland FMIS system, the Accounts Payable Invoice Tracking System, and the Corporate Purchasing eCard. Additionally, the Accounts Payable Assistant will process all transactions in accordance with the State Comptroller's General Accounting Division and Corporate Purchasing Card policies and procedures, in conjunction with MDOT MPA's accounting policies and procedures. Job duties primarily consist of, but are not limited to:

- Conducting periodic audits and reconciling outstanding account balances on vendor invoices and resolving any discrepancies
- Utilizing the accounts payable invoice tracking system to log and document scanned invoices
- Preparing and processing monthly accounts payable accrual entries and the year-end close out entries
- Serving as the Corporate Purchasing Cardholder for the Finance Division

- Assisting the Accounts Payable Supervisor in the development and implementation of policies and procedures

This position functions as a lead in providing invoice processing instruction and training for utilizing the FMIS systems to post invoices for payment.

The current vacancy exists at the MDOT MPA, which is located at the World Trade Center in Baltimore City, Maryland.

*MDOT offers a generous and competitive benefits package. You can learn about our amazing benefits here: [MDOT Benefits Guide](#)*

## **QUALIFICATIONS:**

### **MINIMUM QUALIFICATIONS:**

**Education:** A bachelor's degree from an accredited college or university.

**Experience:** One year of experience in administrative or professional work. **\*Six (6) months of this experience must have been in an accounts payable function completing accounts payable work such as tracking and paying invoices, completing journal entries, receiving and processing incoming checks, or similar work.**

\*This statement contains a selective qualification, which is more focused in scope than the minimum qualifications for this classification. Selective Qualifications are utilized when the position requires specific or additional bona fide occupational qualifications (i.e., knowledge, skill, or ability).

**Consideration for employment may be based solely on the contents of your application; therefore, it is essential that you provide complete and accurate information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for.**

**If you have held more than one position at the same employer, please list each position that you held and the length of time that you held each position.**

### **Notes:**

1. Additional experience as defined above may be substituted for the required education on a year-for-year basis.
2. Additional graduate-level education at an accredited college or university may be substituted at the rate of 30 semester credit hours for the required experience on a year-for-year basis.
3. Candidates may substitute U.S. Armed Forces military service experience involving staff work that included the regular independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations, or analysis of operational programs or procedures with recommendations for improvement on a year-for-year basis for the required education and experience.

## LICENSES & CERTIFICATIONS:

The individual selected for this position must obtain a Transportation Worker Identification Credential (TWIC) Card when they start work with the MDOT MPA. A TWIC Card is required of all maritime personnel. For information on how to apply for a TWIC card, please go to [www.tsa.gov/twic](http://www.tsa.gov/twic).

## ADDITIONAL INFORMATION:

**TO APPLY:** You must complete an MDOT employment application (DTS-1) online to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION. **No paper applications will be accepted.**

You may apply online at: <https://www.governmentjobs.com/careers/mdotmd>. Applications must be submitted online by **11:59 pm on 08/25/2021**.

Selected candidates may be subject to background and reference checks.

Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Please notify in advance. MD Relay Service Number (711). Bilingual applicants are encouraged to apply.

**IMPORTANT: We are only providing *electronic* notifications of your application status to the email address provided on the application. We will not send paper notifications, regardless of notification preference listed on the application. It is the applicant's sole responsibility to ensure the email address provided is accurate and the account is reviewed regularly. *Timely attention to application notifications is important.* Your email provider may have security levels which disrupt our email receipt. We suggest monitoring all email folders, including Spam or Junk, as needed. You can also access all notifications through your [governmentjobs.com](http://www.governmentjobs.com) account.**

The Maryland Department of Transportation is not sponsoring new employees in application of the H-1B Visa or providing an extension of an existing H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

Applicants who have education obtained outside of the U.S. will be required to provide proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services (<http://www.naces.org>) or World Education Services: International Credential Evaluation (<https://www.wes.org/>).

***The incumbent in this position may be a member of a covered bargaining unit.***

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER. MDOT MPA does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.**

Issue Date: 08/11/2021

## **Accounts Payable Assistant (Administrative Officer I) Supplemental Questionnaire**

- \* 1. Do you have at least six (6) months of experience in an accounts payable function completing accounts payable work such as tracking and paying invoices, completing journal entries, receiving and processing incoming checks, or similar work?

Yes    No

- \* 2. If you answered 'yes' to Question #1, please provide specific details regarding your experience. Please include the name of the employer, job title, dates of employment in months and years (i.e., 6/2012 – 8/2016), and whether this was part-time or full-time work. This information must also be reflected in your application. If you answered 'no', please type 'N/A'.

Yes    No

- \* Required Question