



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Accounts Receivable Assistant (Administrative Officer I)

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

OPEN RECRUITMENT Position Specific Recruitment

This is a **position specific** recruitment and is open to anyone who meets the minimum and selective qualification* 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 Receivable Assistant (Administrative Officer I)**. Job duties primarily consist of providing support services to the Accounts Receivable Department including reviewing and verifying documentation as well as researching, recording, maintaining, adjusting, and balancing financial transactions daily. This position facilitates the accurate and timely processing and posting of all MDOT MPA cash receipt and reimbursement transactions. This position provides a one-on-one customer service relationship to virtually all MDOT MPA departments as the Events Coordinator and facilitates the coordination of the record retention process. This position provides oversight and on-site internal control for the collection of cruise parking revenue to ensure that the objectives pertaining to the reliability of financial records are achieved in accordance with applicable state laws, rules, and regulations. This position monitors the payroll process and ensures that all forms and journal entries and accruals are processed in accordance with MDOT policies and procedures.

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 (1) year of experience in administrative or professional work. **Six (6) months of this experience must have been in accounts receivable, accounts payable, billing, collections, or customer/account management.***

**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 for which you are applying.

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 (general) 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 (general) experience.

LICENSES & CERTIFICATIONS:

None

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.**

Selected candidates may be subject to background and reference checks.

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.

You may apply online at: <https://www.governmentjobs.com/careers/mdotmd>. **Applications must be submitted online by 11:59 pm on 8/25/2021.**

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 the 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 account.

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.

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 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: 8/11/2021

Accounts Receivable Assistant (Administrative Officer I) Supplemental Questionnaire

- * 1. Do you have at least six (6) months of experience in accounts receivable, accounts payable, billing, collections, or customer/account management?
 Yes No

- * 2. If you answered "Yes" to question #1, please provide specific details regarding your experience in accounts receivable, accounts payable, billing, collections, or customer/account management. This experience must also be documented in your application. If you answered "No" to question #1, please write "N/A".

- * Required Question