

# Montgomery County, Maryland



Seeks Committed and Proven Professionals for  
the position of:

**Controller**



## ABOUT MONTGOMERY COUNTY

Bordering the nation's capital, Montgomery County is widely considered the crown jewel of Metro Washington DC. This amazing place offers a valued texture of diverse cultures, a rich history, world class shopping and dining, and wonderful people. The County also has a reputation for providing first-rate, award-winning public services.

Montgomery County, Maryland's most populous and affluent jurisdiction, is located on the western border of the nation's capital and encompasses nearly 500 square miles, spanning an area the size of Rhode Island. The County is home to a growing population of nearly 931,000 people, a population that is greater than that of six states. The County has evolved into a bustling region with pockets of existing cities, towns, and urban districts. The communities of Bethesda, Chevy Chase, Gaithersburg, Germantown, Potomac, Rockville, and Silver Spring are all located within the boundaries of Montgomery County.

Offering a mix of rural and urban settings, the County has increasingly become the community of choice for thousands of families looking for good jobs, excellent schools, and safe neighborhoods with relatively low crime rates. Montgomery County residents are among the most educated, diverse, and civic-minded in the nation.



Bethesda, Maryland



Upcounty Agricultural Reserve

The County boasts one of the country's most educated workforces, leading the nation with the highest percentage of residents who hold advanced degrees. Research institutes – including Johns Hopkins University's Montgomery County Campus, Howard Hughes Medical Institute, the National Institutes of Health and the University of Maryland – have campuses in Montgomery County.

Located at the epicenter of the Mid-Atlantic's thriving Federal and advanced technology marketplace, Montgomery County is home to more than 200 biotech companies – representing two-thirds of all those located in Maryland and the third largest cluster in the nation. With a hugely successful business incubator network, a nationally-renowned 93,000 acre agricultural preserve, an award-winning Small Business Mentorship Program, and world-class conference and performing arts facilities, Montgomery County is also in an ideal location for both large and small businesses.

In the last decade of the 20th century, minority growth rose from 27 percent of the total population in 1990 to 40 percent in 2000. Almost half of Maryland's Hispanic and Latino population resides in Montgomery County. Thirty percent of County residents are foreign-born. All segments of the County's population are well represented on hundreds of boards, commissions, task forces, committees, and advisory groups, established to ensure and enhance citizen participation.

## ABOUT THE GOVERNMENT

An elected County Executive exercises executive power and appoints a professional Chief Administrative Officer to whom department heads report. Legislative authority rests with the County Council. The County Council is composed of nine members, five elected from districts and four elected at large. The County Executive and Council members serve four-year terms. Montgomery County is one of only eight counties with a population greater than 900,000 with a *triple* AAA bond rating from all three major credit rating agencies - Moody's, S&P, and Fitch's. Contributing to this ongoing significant accomplishment is the County's strong financial policies – grow the local economy and tax base; obtain a fair share of State aid; maintain strong reserves; minimize the tax burden on citizens; and manage indebtedness and debt service very carefully. Spending affordability guidelines are adopted annually for the County's capital and operating budgets. The County has a mandatory balanced budget, and as part of the annual operating budget, the County also develops a six-year fiscal plan. Montgomery County has also received the highest award for financial reporting from the Government Finance Officers Association longer than any other county in the nation.

## *TAXES*

The weighted average real (real estate) property tax rate is \$0.903 per \$100 of taxable assessed value. The state personal income tax rate is a graduated rate starting at 2% for taxable income at or below \$1,000 and increasing to 6.25% for taxable income in excess of \$1,000,000. Montgomery County has a flat income tax rate of 3.2%.

Sales tax in Maryland is 6 percent on tangible personal property sold at retail or used in Maryland. Montgomery County does not have a separate sales tax.

## *EDUCATION*

Montgomery County's public school system is the nation's sixteenth largest and the largest in Maryland. With 199 schools – 32 of them National Blue Ribbon Schools– Montgomery County Public Schools serves 140,000 students from more than 161 countries. It is known nationwide for excellence in the performance and achievements of its students. County schools work with local businesses to develop innovative programs preparing students for success in the workplace. A wide range of Career and Technical Education (CTE) courses is offered through the County high schools.

## *RECREATION*

One-third of the County is open space, including farmland and 27,395 acres of parkland. Three large regional parks complement a network of many local and neighborhood parks and greenspaces, two state parks, and one national park, as well as 131 acres of lakes.

Seven public golf courses, swimming, and tennis courts are also available throughout the County. Year-round amateur and professional sports available in the area include football, baseball, tennis, hockey, soccer, and lacrosse, as well as thoroughbred racing. The nearby Chesapeake Bay and Atlantic Ocean beach areas offer a wide range of recreational activities.

## *TRANSPORTATION*

Montgomery County serves as a regional transportation hub with access to the following modes:

**Highways:** I-270, I-370, I-495, and U.S. 29.

**Rail:** Metrorail rapid transit system offers 12 County stations, part of the 103-mile regional network connecting Maryland, Virginia, and Washington, D.C. MARC commuter rail, and Amtrak passenger service, also serve the County.

**Bus:** Extensive service by Metrobus and the County's *Ride On* system.

**Air:** Three major airports: Baltimore/Washington International Thurgood Marshall, Ronald Reagan Washington International, and Dulles International.



## ABOUT THE FINANCE DEPARTMENT

The Montgomery County Department of Finance is responsible for the financial administration of the County government including accounting, debt management, revenue collection, and risk management.

The total approved FY09 operating budget for the department is \$54.2 million. This is comprised of a General Fund component (the Director's Office and the Divisions of Treasury, and the Controller) and the Risk Management Division, which is funded by the Liability and Property Coverage Self-Insurance Fund. Personnel costs comprise 24.1 percent of the budget for 131 full-time positions and 2 part-time positions. Operating expenses account for the remaining 75.9 percent of the FY09 budget.

The Director's Office provides for debt and cash management, budget development, personnel administration, strategic planning, information technology support, and contract administration. They are also responsible for accurate revenue and economic forecasting, and publishing reports on economic and revenue analysis on a monthly and quarterly basis for dissemination to the County Council and public. These functions also provide for effective management of the financial aspects of economic development initiatives; proactive development of intergovernmental policy alternatives and impacts; and high quality consulting services for County agencies, managers, staff, elected officials, the press, and residents.



## **CONTROLLER DIVISION**

### ***General Accounting and Financial Reporting***

This program is responsible for the analysis, interpretation, and presentation of the County's financial position and results of operations through timely, accurate, and professional financial reports. These reports provide public assurance as to the accountability and integrity of the use of County resources; adherence to budgetary policies established by management; and compliance with Federal, State, and County mandates. The program prepares the Comprehensive Annual Financial Report, Debt Service Booklet, Single Audit Report on Expenditures of Federal Funds, and State Uniform Financial Report, as well as numerous other standardized and specialized reports. This program also provides high quality, timely service to County departments through technical assistance and through preparation, review, and approval of County financial transactions.

### ***Accounts Payable***

This program is responsible for timely and accurate payments to vendors for goods and services provided to the County; for complying with County policies and procedures; and carrying out State and Federal reporting requirements. Payments to vendors are initiated and approved by individual departments. The Accounts Payable program is responsible for review and final approval of payments of \$5,000 or more, as well as most refunds and other non-expenditure disbursements. Payments under \$5,000 are individually reviewed and approved by operating departments and potentially subject to post-payment audit by Accounts Payable. The Accounts Payable program is also responsible for administration of the County's Purchasing Card Program which incorporates both purchasing and travel-related expenditures.

### ***Payroll***

This program is responsible for managing and maintaining the County's payroll system and functions as prescribed by Federal, State, and County laws, and local regulations. The program provides timely and accurate payroll disbursements to County employees, accounts for payroll deductions, issues W-2 statements to account for pre-tax and post-tax benefits, maintains official payroll and leave records, and responds to internal and external inquiries. The program proactively operates in conjunction with other County departments to maintain the Human Resources Management System and to develop efficient and effective improvements to this system.



## ABOUT THE CONTROLLER

This position serves as a division head in the Finance Department and as the Controller for Montgomery County. He or she is responsible for managing and directing the activities of the Division of the Controller including overall supervision of a staff of approximately 40 professional and clerical employees. The Controller oversees the accounting and financial reporting for a large complex government with General Fund revenues of over \$2.5 billion, with government-wide net assets of \$2.2 billion, and with 40 published funds comprising all fund types. Guidelines for work are broadly stated, often involving substantial independent judgment and decision making.

Specific responsibilities include:

- Assessing and recommending the level of resources needed to discharge the accounting, financial reporting, payroll, and accounts payable operations.
- Responding to the Finance Director, Finance Chief Operating Officer, Chief Administrative Officer, County Executive, and County Council on complex technical, policy, and process issues which require senior management research, analysis, assessment, summarization, and communication.
- Providing information and assistance relating to complex analysis and policy issues.
- Establishing internal controls, policies, and procedures.
- Assessing the impact of, and implementing, accounting and reporting standards promulgated by the Government Accounting Standards Board, the Financial Accounting Standards Board, and the American Institute of Certified Public Accountants including implementation of related business processes.
- Participating and/or providing leadership in the development, design, and implementation of system enhancements and related business process changes.
- Directing the publication of major financial reports including the County's Comprehensive Annual Financial Report and the Single Audit

Report on Expenditures of Federal Funds under OMB Circular A133.

- Working with the dedicated ERP and MCtime (electronic timesheet) project implementation teams which include business process reengineering and replacement of financial and electronic timekeeping systems.
- Hiring, training, supervising, supporting, and evaluating staff.

Success in this position requires that the Controller possess strong interpersonal, customer service, and communication skills and must be able to deal tactfully and equitably with people.

## Montgomery County Mission Statement

We pursue the common good by working for and with Montgomery County's diverse community members to provide:

- A Responsive and Accountable County Government
- Affordable Housing in an Inclusive Community
- An Effective and Efficient Transportation Network
- Children Prepared to Live and Learn
- Healthy and Sustainable Communities
- Safe Streets and Secure Neighborhoods
- A Strong and Vibrant Economy
- Vital Living for All of Our Residents

As dedicated public servants, the employees of the Montgomery County government strive to embody in our work these essential values:

- Collaboration
- Inclusiveness
- Knowledge
- Competence
- Innovation
- Respect for the Individual
- Fiscal Prudence
- Integrity
- Transparency



Bethesda Row

**Minimum Qualification Experience/  
Licensure/Certification**

A Bachelor's degree and seven (7) years of progressively responsible experience in the financial accounting or auditing field, including three (3) years of which were in a supervisory or executive capacity.

**Preferred Experiences and Qualifications**

In addition to the minimum qualifications listed above, the ideal candidate will:

- Have an active CPA license.
- Demonstrate experience managing a large complex financial operation with responsibility for oversight of accounting, financial reporting, payroll, and accounts payable, and with strong interaction with procurement and budgeting operations.
- Demonstrate experience preparing or supervising the preparation of a large governmental Comprehensive Annual Financial Report comprised of multiple funds and fund types.
- Demonstrate experience in analyzing and implementing major new Governmental (GASB) accounting standards, with particular emphasis on GASB Nos. 45/43, 34/33, and 14.

**To apply:**

This position will remain open until filled. However, the County is anxious to fill it soon so please respond without delay. All applicants must apply online at: [www.montgomerycountymd.gov/careers](http://www.montgomerycountymd.gov/careers).

In addition, paper resumes may be sent to:

Robert E. Slavin, President  
**SLAVIN MANAGEMENT CONSULTANTS**  
3040 Holcomb Bridge Road, Suite A-1  
Norcross, Georgia 30071  
Phone: (770) 449-4656  
Fax: (770) 416-0848  
E-mail: [slavin@bellsouth.net](mailto:slavin@bellsouth.net)  
[www.slavinweb.com](http://www.slavinweb.com)



**Salary and Benefits**

The current salary range for the Controller is \$73,811 to \$133,992. Starting salary is negotiable, up to the maximum, depending on qualifications. Relocation expenses may be provided.

Montgomery County offers a comprehensive total rewards package. The following rewards are generally available to Montgomery County employees:

- Competitive salaries
- Pay for performance
- Health insurance, including medical, prescription, dental and vision
- Life insurance
- Long-term care
- Long-term disability
- Defined contribution retirement plan
- Deferred compensation plan
- Leave, including paid vacation, sick leave, parental leave, holidays and personal leave days
- County-wide comprehensive training opportunities
- Tuition assistance and reimbursement programs
- Work/life programs
- Alternate work schedules
- Savings bonds through payroll deduction
- Employee assistance program
- Wellness program
- Sick leave donor program
- Free parking