M-NCPPC

MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION

Accounting Manager



RAFTELIS







The Position

The Maryland-National Capital Park and Planning Commission (M-NCPPC) offers an exceptional career opportunity for a customer-focused, collaborative, and detail-oriented accounting leader to serve as Accounting Manager. Backed by top-tier bond ratings, including AAA from S&P and Fitch and AA from Moody's, the bi-county organization maintains high standards of financial transparency, accountability, and fiscal stewardship. The next Accounting Manager will play an integral role in sustaining this legacy, helping to uphold the Commission's tradition of clean audit opinions while supporting public-serving investments throughout the region.

Serving as a key operational leader in the Department of Finance, the Accounting Manager reports to the Accounting Director and coordinates closely with the Deputy Finance Director to oversee the Accounting Division. The position provides direct supervision, technical direction, and professional guidance to a dedicated team of approximately seven professional accountants. In this collaborative environment, the Accounting Manager balances high-level oversight with hands-on operational leadership, aligning the division's daily work plans with organizational milestones and ensuring sound financial administration across all regional operations.

The Accounting Manager oversees core financial reporting and general ledger functions, ensuring strict compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board requirements. Primary areas of focus include leading the compilation of the Annual Comprehensive Financial Report, preparing State of Maryland Uniform Financial Reports, and developing quarterly projection memorandums across general and enterprise funds. Additionally, the Accounting Manager will have the opportunity to refine review procedures for journal entries, bank and investment reconciliations, and bi-county capital improvements program billing schedules, supporting an organized workflow aimed at achieving a consistent 15-day month-end close. Serving as the primary liaison to external auditors, the role facilitates PBC schedules and audit testing with a focus on streamlined coordination and timely delivery. This critical work provides the fiscal clarity and operational stability necessary to support M-NCPPC programs, infrastructure, and community investments across the bi-county region.

Priorities

- Develop and maintain positive relationships with departmental leadership. Partner closely with the Accounting Director and Deputy Finance Director to establish clear mutual expectations, align on division goals, and coordinate day-to-day accounting operations.
- Foster an approachable, collaborative environment with the accounting team and county partners. Meet with staff to learn daily routines, build trust, and encourage shared problem-solving.
- Partner with operating departments across the agency to administer Capital Improvements Program billings, grant reimbursements, and regional cost allocations.
- Refine month-end and year-end close schedules, collaborating with staff accountants on reconciliations and journal entries to achieve a consistent 15-day close.
- Lead the compilation of the Annual Comprehensive Financial Report and State of Maryland Uniform Financial Reports, ensuring strict GASB compliance and facilitating timely audits.
- Support enterprise systems modernization, maintaining legacy Lawson operations while helping plan and test automated workflows for the Workday migration.
- Strengthen internal controls and standard operating procedures across the general ledger to minimize risk and modernize financial workflows.

The Successful Candidate

The next Accounting Manager is an approachable, organized, and collaborative leader who instills confidence, brings a positive attitude, and possesses strong time-management skills. Responsive and customer-service oriented, the successful candidate communicates effectively across departments in both Montgomery and Prince George's Counties, addressing the perception that finance operations move slowly. The ideal candidate provides clear direction and daily workload prioritization, keeping assignments moving forward and helping dedicated staff resolve operational challenges efficiently.

An active coach and mentor, the ideal Accounting Manager creates a supportive culture of collaboration, intellectual curiosity, and a safe environment where staff feel comfortable asking questions. Leading a team of accountants who take pride in their work and want to learn, the successful candidate provides patient technical guidance on complex GASB standards, helps staff close experience gaps, and encourages independent critical thinking. Committed to staff development and team retention, this leader supports accountants in pursuing professional credentials such as the CPFO and lifts team morale through constructive, hands-on guidance.

The next Accounting Manager is a practical problem solver who works directly alongside staff accountants to modernize procedures and make daily routines more efficient. Adaptable and forward-thinking, the ideal candidate embraces continuous process improvement, guiding the team through new workflows and testing practical solutions as the organization updates its administrative practices.





Qualifications

Minimum requirements include any combination of education and experience equivalent to a bachelor's degree in finance, accounting, business administration, management, public administration, or a closely related field, and six years of progressively responsible professional accounting experience that includes general ledger oversight, governmental financial reporting, and staff supervision.

Preferred qualifications include a master's degree, supervisory experience over professional accountants in a local government or public-sector agency, and active pursuit or designation as a Certified Public Finance Officer (CPFO) or Certified Public Accountant (CPA). Substantial hands-on experience compiling an Annual Comprehensive Financial Report (ACFR), preparing state uniform financial reports, facilitating external audit schedules, managing bi-county or intergovernmental cost allocations, and supporting enterprise financial software transitions is highly desirable.

Inside The Organization

The M-NCPPC is a bi-county agency created in 1927 by the Maryland General Assembly and directed by the governing bodies of Prince George's County and Montgomery County. It is governed by a ten-member Board of Commissioners, composed of five-member Planning Boards for each county. Day-to-day work is carried out through the Montgomery Planning Board, Prince George's Planning Board, Prince George's County Planning, Montgomery County Planning, Prince George's County Parks and Recreation, and Montgomery County Parks, alongside Central Administrative Services, which provides centralized administrative support across the organization.

Central Administrative Services is led by three statutory officers of the M-NCPPC and encompasses human resources, finance and accounting, procurement, information technology, risk management, legal counsel and several related administrative functions. The Chief Administrative Officer is appointed by the full Commission, reports directly to the M-NCPPC Co-Chairs and works closely alongside the Secretary-Treasurer and the General Counsel. The CAO directly oversees the Deputy Director and four functional leaders: the Director of Human Resources Management, the Director of Information Technology, the Corporate Budget Director, and the Director of Corporate Policy and Management Operations. Together these leaders and their teams serve every department across both counties.

The M-NCPPC serves over two million residents of Montgomery County and Prince George's County through a team of more than 2,500 career employees, along with thousands of volunteers and seasonal employees. The M-NCPPC is a six-time recipient of the National Recreation and Park Association's Gold Medal Award for Excellence in Parks and Recreation Management and is one of 220 park and recreation agencies nationwide, and only seven in Maryland, accredited by the Commission on the Accreditation of Park and Recreation Agencies (CAPRA). As an enterprise, the annual operating and capital budgets total $989 million and $178 million, respectively.

The agency improves the well-being of communities within this region by:

- Planning for the coordinated and harmonious physical growth and development of the region;
- Protecting and stewarding natural, cultural, and historical resources;
- Providing an award-winning system of parks;
- Creating recreational experiences that enhance the quality of life of all individuals; and
- Planning great communities that are vibrant, livable, accessible and sustainable.

The M-NCPPC's reporting structure is detailed in the organizational chart.



Our Mission

Throughout almost 100 years of service, the Maryland-National Capital Park and Planning Commission (the M-NCPPC) has endeavored to improve the quality of life for all those living, working and playing in the bi-county area it serves. This mission is embodied in three major program areas which respond to the vision of our founders and are incorporated into our charter.

M-NCPPC's mission is to:

- Manage physical growth and plan communities.
- Protect and steward natural, cultural and historic resources.
- Provide leisure and recreational experiences.

Our Vision

Created in 1927, the M-NCPPC embodies the vision of forward-looking community leaders who saw the need to plan for orderly development and protection of the natural resources in the two suburban counties bordering the District of Columbia. During the agency's proud, nearly 100 years of existence, the population of the area it serves has increased to over 2 million residents in a bi-county area of great economic, racial, ethnic and geographic diversity.

The M-NCPPC's facilities, programs and responsibilities have constantly evolved and expanded to keep pace with the needs of this vibrant community. From assuming responsibility for the entire public recreation program in Prince George's County in the '70s, to building and strengthening ongoing regional business partnerships, the M-NCPPC has continued to plan, fund and deliver quality, innovative programs, facilities and services for almost a century.

The M-NCPPC benefits Montgomery and Prince George's Counties by "Turning Visions into Reality."

The Community

The M-NCPPC serves two of Maryland's largest and most dynamic counties, Prince George's and Montgomery, in the heart of the Washington, DC, metropolitan area. For an executive weighing a move, few regions offer this combination of professional opportunity, cultural richness, and quality of life. The M-NCPPC's service area sits minutes from the nation's capital, with its museums, monuments, and federal institutions, while offering communities that range from vibrant urban districts to established suburban neighborhoods and protected green space.

The region is among the most diverse in the country. Prince George's and Montgomery Counties together are home to over two million residents who reflect a wide range of cultures, languages, and backgrounds, and that diversity is a defining strength of community life here. Residents and visitors enjoy an extraordinary breadth of arts, dining, festivals, and entertainment, from local performing arts venues and multicultural celebrations to the world-class cultural institutions of greater Washington.

Outdoor life is central to the area's appeal, and the M-NCPPC itself is a large part of the reason why. The parks systems of both counties offer thousands of acres of parkland, trails, athletic facilities, nature centers, and recreation programs that place high-quality outdoor experiences within reach of nearly every neighborhood. Whether the interest is hiking, cycling, youth sports, or quiet time in a nearby park, the region delivers.



Families are drawn to the area's schools, established neighborhoods, and strong sense of community, along with excellent access to higher education, including major universities within and near the region. The local economy is anchored by government, higher education, health care, technology, life sciences, and a growing base of small businesses and entrepreneurs, giving the region both stability and momentum.

Proximity matters here too. The service area is well connected by Metro rail and bus, major highways, and three area airports, making regional and national travel straightforward. Beyond the metro area, the Chesapeake Bay, the Blue Ridge Mountains, and the Atlantic beaches are all within a comfortable drive for weekend escapes.



Compensation and Benefits

The expected hiring range is $135,788 - $144,058, depending on qualifications, with a comprehensive benefits package. Benefits offered to appointed officials include the following:

- Relocation assistance may be considered as part of total compensation.
- M-NCPPC allows up to three days of telework after successfully passing the 12-month probation period.
- Defined Benefit Plan (Plan E) retirement, with an optional MissionSquare 457 deferred compensation plan and Traditional and Roth IRA options
- Medical coverage through Kaiser Permanente (HMO) or UnitedHealthcare (EPO and POS) plans, with prescription coverage through CVS Caremark
- Dental coverage through Delta Dental PPO and DeltaCare USA HMO, and vision coverage through EyeMed
- Flexible spending accounts for medical and dependent care expenses
- Mandatory long-term disability insurance with optional supplemental coverage, plus basic life and AD&D insurance at two times base salary, with supplemental and spouse or dependent options available
- Paid leave that includes 15 annual leave days, 15 sick leave days, 24 hours of personal leave, and 11 holidays each year, along with access to a Sick Leave Bank
- Tuition Assistance Program, Employee Assistance Plan, Legal Services Plan, Wellness Program, Work-Life Program, and credit union membership

How to Apply

Applications will be accepted electronically by Raftelis at raftelis.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled with a first review of applications beginning **January 7, 2027**.

Questions

Please direct questions to Catherine Tuck Parrish at ctuckparrish@raftelis.com and Niayla Hairston at nhairston@raftelis.com.

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