



City of Hyattsville (MD) Accountant I

SALARY	\$29.25 - \$34.09 Hourly \$60,837.00 - \$70,915.00 Annually	LOCATION	City Administrative Building
JOB TYPE	Full-Time	JOB NUMBER	202400049
DEPARTMENT	Finance	DIVISION	Finance
OPENING DATE	07/13/2026		

Description

Performs the daily activities of the accounting function at the City's finance department on a 40-hour per week maximum and, as Accountant I, performs the following duties:

Example of Duties

- Maintains fixed asset detail reports; performs account analysis.
- Assists in performing debt reconciliations
- Reconciles A/R and A/P control accounts to detail aging.
- Reconciles cash receipts and disbursements.
- Performs monthly closing of subledgers.
- Assists in Payroll processing
- Inputs journal entries.
- Assists A/R and A/P clerks with coding of receipts and disbursements into the general ledger.
- Performs account analysis on other general ledger accounts.
- Assists with yearly audits
- Assists the Director of Finance in the preparation of financial statements.
- Performs any other functions delegated by the Deputy Finance Manager

Knowledge, Skills, and Abilities

- Thorough knowledge of financial and cost accounting
- Excellent math skills and attention to detail
- Effective communication, interpersonal and organizational skills required
- Ability to interact with all levels of staff including management and city residents
- Detail oriented
- Ability to function independently with minimal supervision
- Knowledge of spreadsheets and word processing software and be willing to learn and use accounting and financial reporting software.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- B.S. in Accounting or Finance from a four-year college or university
- 4-year experience in a position with accounting responsibilities preferred.
- Or similar combination of education and experience

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Specific physical demands for this job include close vision for review of accounting information on a PC monitor, as well as, hard copy output. In addition, regular use of hands for typing and coding general ledger information is required.

Employer

City of Hyattsville (MD)

Address

4310 Gallatin Street
3rd Fl
Hyattsville, Maryland, 20781

Phone

301-985-5000

Website

<https://www.hyattsville.org/>

Accountant I Supplemental Questionnaire

*QUESTION 1

Do you have a Bachelor's degree in Accounting or Finance from a four-year college or university

- ☐ Yes
☐ No

*QUESTION 2

Do you have 4 years of experience in a position with accounting responsibilities?

- ☐ Yes
☐ No

*QUESTION 3

Do you have experience in financial or cost accounting and government auditing?

- ☐ Yes
☐ No

*QUESTION 4

Are you proficient in spreadsheet and word-processing software and able to work independently with minimal supervision?

☐ Yes

☐ No

* Required Question