

## ***Finance and Administration Officer, Multistate Tax Commission (MTC)***

*The Multistate Tax Commission (MTC) is an intergovernmental state tax agency headquartered in Washington, D.C., whose mission is to achieve fairness by promoting compliance and consistent tax policy and practice, and to preserve the sovereignty of state and local governments over their tax systems. Founded 1967, the MTC is a multi-million-dollar operation with approximately 45 employees.*

### **RESPONSIBILITIES OF THE FINANCE AND ADMINISTRATION OFFICER:**

- In cooperation with the MTC's outside accounting firm, maintaining the chart of accounts; ensuring the adequacy of accounting practices, handling of funds, internal controls, and reporting to government agencies.
- Producing timely and accurate reporting of financial information to the executive staff, treasurer, and the MTC executive committee.
- Maintaining all employee payroll records.
- Reviewing vendor contracts.
- Coordinating preparation of the annual budget, including fiscal responsibility in the creation, implementation, and management of the MTC budget.
- Efficiently managing the operating budget and maintaining adequate bank account levels.
- Developing and maintaining financial projections, including cash flow projections (both long-term and short-term).
- Advising the executive staff and managers in matters regarding financial management and accounting matters.
- Developing internal procedures for financial control.
- Developing, revising, and updating financial and personnel policies as needed for review and approval by the executive director.
- Arranging annual independent audits of the MTC's financial operations.
- Managing all human resources responsibilities, including maintaining personnel files, and advising with respect to salaries for new and existing employees; addressing personnel issues within the office; and maintaining the employee benefits package.
- Ensuring retirement and deferred compensation plan amounts are timely remitted for each payroll.
- Ensuring that vendor invoices and employee expense claims are timely paid.

## BACKGROUND REQUIREMENTS:

Education: Four-year college degree, preferably in accounting and financial areas with extensive work experience.

### Skills:

- Requires extensive knowledge of bookkeeping and accounting principles.
- Thorough knowledge of budget preparation, cash flow projections, and financial analysis.
- Outstanding writing, interpersonal, and organizational skills.
- Knowledge of the following software programs is required: Microsoft 365 (Excel, Outlook, Word, and PowerPoint).

This position is a full-time hybrid position with the finance and administration officer expected to be in the MTC office at least two full days per week and can work remotely other times. The office is located at 444 North Capitol Street, N.W., Washington, D.C., one block from Union Station.

The salary will be based on experience, with a starting amount of approximately \$85,000 to 95,000. Benefits include 100% paid individual medical, dental, and vision insurance, public transit benefits and a defined contribution plan.

A cover letter and resume (preferably in pdf format) should be attached to an e-mail and sent to [wsix@mtc.gov](mailto:wsix@mtc.gov) no later than Friday, April 19, 2024. The applicant receiving an offer will undergo a background check before hiring. For more information about the Commission, please visit our website at [www.mtc.gov](http://www.mtc.gov).