

**Staff/Senior Accountant**  
**Historic St. Mary's City Commission**

The **Staff/Senior Accountant** assists the Director of Finance in ensuring the accuracy and integrity of financial records and reporting, adhering to accounting policies and procedures, and maintaining compliance with state and federal regulations. This role requires expertise in nonprofit financial management, including 990 tax returns, sales and use taxes, and Maryland State procurement processes. The ideal candidate will excel in data management, inventory control, and fund accounting, with experience in the Maryland State FMIS financial software and Blackbaud as preferred assets. Historic St. Mary's City seeks a strong strategic individual who will foster the spirit of collaboration and innovation while working closely with departments across the organization.

**Why Work Here?**

Historic St. Mary's City is located on the St. Mary's River, in a beautiful tidewater landscape of water, rolling hills, farmland, and forest. The 835-acre living history and archaeology museum is on the site of Maryland's first capital (1634-1695). Our team is fortunate to build upon decades of cutting-edge research, with recreated structures in the historic town center, a Woodland Indian hamlet, a tall ship, and a tobacco plantation staffed by costumed or uniformed interpreters who help visitors understand the stories of Maryland's history. Ongoing archaeological excavations continue to reveal new information about life in the past, and a new visitors center, the Maryland Heritage Interpretive Center, will come online in 2026. The museum has identified more than 300 archaeological sites within the St. Mary's City National Historic Landmark (NHL) and curates more than 6.5 million artifacts representing millennia of human history.

The museum is one of Southern Maryland's leading tourism attractions and hosts an active school tour program. Its collections are a resource for professional archaeologists, scholars, and college students. The HSMCC historical archaeology field school, one of the longest-running field schools in the nation, attracts students from all over the United States and other countries. The museum is overseen by the Historic St. Mary's City Commission (HSMCC), which is an independent agency of the State of Maryland, under the Office of the Governor. Although the Commission is state-funded, external grants and philanthropy are increasingly important sources of support for operating and capital funding.

Salary Range:	\$65K - \$70K Annually
FLSA Status:	Exempt; Contractual; Full-time (40 hrs/wk)
Reports to:	Director of Finance
Working Conditions:	In office, limited travel required
Benefits:	Subsidized Health Benefits, Limited Sick and Safe Leave

## What We Are Offering

- Work with a passionate, welcoming, energetic, and highly collaborative team.
- Stewardship of world-class archaeological, historical, and living history resources.
- The annual salary for this position is \$65,000-\$70,000.
- 40-hour work week with some flexibility in scheduling.
- Subsidized Health Benefits to include medical, prescription, dental, and flexible spending accounts.
- Medical plans include EPO, PPO, and IHM options.
- Limited Sick and Safe Leave.

## Duties/Responsibilities

- Prepare and analyze balance sheets, profit and loss statements, and reconciliations.
- Manage accounts receivable/payable, cash flow, and fund accounting.
- Oversee grants management and ensure compliance with all funding requirements.
- Supervise retail asset and inventory control to support HSMCC's retail operations.
- Administer Maryland State procurement procedures and reporting.
- Utilize Maryland State FMIS software for financial management and reporting.
- Assist in strategic planning and financial forecasting.

## Qualifications

The Staff/Senior Accountant must hold a BA in accounting, finance, or business administration. They must be passionate about the Commission, its history, and its important position in the state and nation in order to deliver a persuasive message about the significance of Maryland's history. All of this is critical to the Commission's legislated mission to the "archaeological and historic investigation and research at Historic St. Mary's City and the development of the site as an educational center for students of all ages."

The preferred candidate will have:

- A minimum of 7–10 years of progressive accounting experience with demonstrated success in financial strategy and operational efficiency.
- Expertise in Microsoft Excel and database management.
- Familiarity with Blackbaud and Maryland State FMIS financial software is preferred.
- Comprehensive understanding of nonprofit finance, grant accounting, and compliance.
- Proven ability to analyze financial data and contribute to strategic planning and decision-making.

Candidates must have strong financial and business acumen. They must possess a high level of integrity, confidentiality, and professionalism. Superior oral and written communication skills as well as excellent interpersonal skills. Application materials should show strong organizational, time management and commitment to deadlines.

This is a full-time position, Monday-Friday, with evening and weekend availability as required to fulfill responsibilities for all related activities. Must be available to work on-site.

**It is unlikely that any one candidate will be perfect for this job, as the skills and experience needed to be successful exist on a spectrum. Frequently cited statistics show that candidates with disabilities, BIPOC candidates, women, and members of marginalized and/or systematically excluded groups apply to jobs only if they meet 100% of the qualifications. It is rare for anyone to meet 100% of the qualifications, so if this position interests you, you have relevant experience, and are confident that you can do the job, please just apply.**

To apply please submit a cover letter, resume, and contact information for three references to: Porzia Purves, Personnel Ombudsman, at:

Historic St. Mary's City  
P.O. Box 39  
St. Mary's City, MD 20686

Or

[porzia.purves@maryland.gov](mailto:porzia.purves@maryland.gov)

To ensure full consideration, applications should be received by December 20, 2024, but applications will be accepted until the position is filled.

Historic St. Mary's City is an equal-opportunity employer and encourages applications from all qualified candidates, including minority candidates.