

## Accounting Manager

### ***WHO WE ARE***

MuniCap, Inc. is a leading public finance consulting firm established in 1997 that specializes in developing and implementing creative approaches to funding public infrastructure, facilities, and services for economic development and urban redevelopment projects, usually involving public-private partnerships.

- Headquartered in Columbia, Maryland with satellite offices in Charleston, SC, Pittsburgh, PA, and Dallas, TX
- Experts in real estate development public finance and public-private partnerships
- Provide consulting services to real estate developers and public agencies
- Provide financial and management oversight related to municipal bond programs

### ***WHAT WE DO***

MuniCap's primary role is to assist developers and public agencies in developing, implementing, and managing public financing plans to create successful public-private partnership development projects. We offer a full suite of consulting services related to the issuance of tax increment financing bonds and special assessment bonds. Following the successful issuance of those bonds, we provide a corresponding complement of administrative services devoted to ongoing compliance and monitoring.

#### **Consulting Services**

Policy and Finance Program Development  
Project Feasibility and Pro-Forma Analysis  
Fiscal & Economic Impact Analysis  
Capital Markets/Financing

#### **Administrative Services**

Project Monitoring  
Annual Budget Preparation  
Financial Reporting to Bond Holders  
IRS Compliance

### ***CAREER OPPORTUNITIES***

We are currently seeking candidates with a bachelor's degree or MBA with a concentration in Accounting to join our administrative services team. In this role, you will interact closely with local government agencies and real estate developers. The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced corporate environment. This is an excellent opportunity to join a growing company.

Daily activities will include:

- Prepare, manage, and maintain internal management and external governmental monthly, quarterly and annual reports as needed
- Review and audit construction requisitions in depth, and confirm compliance with bond documents
- Prepare financial statements for multiple entities, including Management's Discussion and Analysis and Notes to the Financial Statements, for external auditors
- Prepare and review arbitrage reports and manage reporting deadlines
- Prepare, audit, and update accounting team procedures
- Prepare and review external general ledgers for 70+ projects for completeness and accuracy
- Prepare and review internal ledgers, entries, and procedures
- Assist with various projects or duties as needed

# MUNICAP, INC.

PUBLIC FINANCE

## Qualifications:

- Bachelor's or Master's degree in Accounting (Recent graduates should have a GPA of 3.5 or higher)
- Three to five years (minimum) of audit and/or US GAAP financial statement preparation experience
- Good team player, positive attitude
- Strong written and oral communication skills
- Attention to detail, organization and good time management
- QuickBooks experience (required)
- Proficient in Microsoft Office products, especially Excel
- Willingness to study and sit for the Series 50 and Series 54 exam

## Preferred but not required:

- CPA
- Real estate, construction, development or municipal securities experience
- Series 7 exam
- Series 50 exam

MuniCap provides a competitive compensation package, including employer paid healthcare, dental, and ancillary benefits, flexible hours, and paid vacation.

## ***CONTACT INFORMATION***

For more information on MuniCap please contact us or visit our website at [www.municap.com](http://www.municap.com).