

Assistant Office Manager/Billing Clerk

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, Richmond, VA, 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 experience in billing and booking, preferably with an associate's degree in accounting, book-keeping, or related fields, to join our team. In this role, you will interact closely with other office internal departments, local governments, real estate developers, and internal staff. Responsibilities will also include assisting with office management.

Daily activities will include assisting with:

- Preparation of monthly invoicing for entire company
- Accounts payables and check preparation
- Accounts receivables: reporting, deposits, and reconciliation
- Supply management for four office locations
- Miscellaneous company oversight and office management matters
- Assisting the company accountant with various accounting tasks
- Miscellaneous company oversight and compliance monitoring

MUNICAP, INC.

PUBLIC FINANCE

Requirements:

- Experience with billing and booking
- Preferably an associate's degree in accounting, book keeping, or related field
- Proficiency with Microsoft Word, Excel and QuickBooks
- Attention to detail, organization and time management
- Strong communication skills
- Positive attitude
- Ability to work cohesively as a team player across many departments and offices

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.