

## Controller

### ***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 a current CPA license, bachelor's degree or a concentration in accounting and strong accounting experience to join our team. In this role, you will interact closely with upper management, local governments, real estate developers, and internal staff.

# MUNICAP, INC.

PUBLIC FINANCE

Daily activities will include efforts associated with the company-wide financials, internal controls, and financial management of the company, as well as efforts specific to public-financing tasks provided to clients and oversight of office management. Detailed activities will include:

- Company related accounting efforts:
  - Responsibility for preparation of monthly financial reports for upper management
  - Analysis of financial metrics for upper management
  - Coordinate preparation of payroll
  - Oversight of monthly invoicing for entire company
  - Management of accounts payables and check preparation
  - Oversight of accounts receivables; reporting, deposits, and reconciliation
  - Oversight of company bookkeeping; bank reconciliation
  - Miscellaneous company oversight and compliance monitoring, including office management
  - Management and oversight of staff related to such efforts
- Public-financing accounting efforts:
  - Oversee reconciliation of trust accounts
  - Supervise monthly and semi-annual billing and reconciliation of receipts
  - Coordinate monitoring and reconciliation of project debt service payments

## Requirements:

- Financial leader with growth oriented and mission minded perspective
- CPA required
- Bachelor's degree in accounting
- Experience with QuickBooks required
- Proficiency with Microsoft Word and Excel
- Attention to detail, organization and time management
- Strong communication skills
- Recent graduates should have a GPA of 3.5 or higher

MuniCap provides a competitive compensation package, including employer paid healthcare, dental, and ancillary benefits, flexible hours, partial optional work from home, and paid vacation. Compensation commensurate with experience.

## ***CONTACT INFORMATION***

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