

POSITION AVAILABLE: Staff Accountant

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 Richmond, VA, 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
- Completed over 145 financings totaling over \$6 billion

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. MuniCap's role is to facilitate tax increment and special tax bond financing through bond issuance, our "consulting services", as well as to complete the corresponding compliance after bond issuance, our "administrative services".

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, Finance, and/or Economics to join our administrative services team. In this role, you will interact closely with local government agencies and real estate developers. Daily activities will include assisting with:

- Preparation of journal entries for project accounts and MuniCap, including researching entries and gathering backup as needed
- Update general ledgers for project accounts and MuniCap
- Research and update post issuance compliance reports
- Prepare arbitrage calculations and reports
- Prepare and maintain billable hours report
- Verify W9 information, track missing W9's, enter W9 info into QB
- Maintain NTE tracker
- Assist with financial statement preparation (workpapers, accruals, requests for documentation).
- VGP and PTC monthly collections reports
- MSRB reporting, PG County annual reports, other reports as needed
- Assist office manager and accounting team with various projects or duties as needed

Qualifications:

- Bachelor's degree in Accounting (Recent graduates should have a GPA of 3.5 or higher)
- Good team player, positive attitude
- Strong writing and communication skills
- Attention to detail, organization and good time management
- QuickBooks experience is preferred, but not required
- Proficient in Microsoft Office products, especially Excel
- Willingness to study and sit for the Series 50 exam

Preferred but not required:

- 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.

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