



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF BUSINESS SERVICES BUDGET BRANCH

May 31, 2019

POSITION TITLE: Fiscal Services Administrator V (Budget Branch Chief)

POSITION NUMBER: 039426 (JobAps# 19-004532-0001)

SALARY: State Salary Grade 22
Salary Range: \$68,218 – \$109,539

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a professional position serving as the Chief of the Budget Branch. The position is responsible for the development, justification, execution, and analysis of the Department's budgets. The Department's budgets exceed \$8 billion annually, include more than 40 programs, and involve General, Federal, Special and Reimbursable fund sources.

DUTIES AND RESPONSIBILITIES: Provides technical assistance and supervision in the development, preparation, monitoring, and execution of the Department's budgets; develops instructions and establishes plans and standards for funding departmental priorities; controls budget appropriations and approves changes; directs the preparation of the Major State Aid to Education Formula in accordance with Maryland law; conducts department-wide fiscal studies and evaluations; administers selected State grants to local school systems; develops responses to questions posed by the Department of Budget and Management and the Department of Legislative Services; and provides data for use by the State Superintendent of Schools, the State Board of Education, the Department of Budget and Management, and the State Legislature.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Bachelor's Degree from an accredited college or university in Business Administration, Finance, Accounting, or a related area. Master's Degree and/or CPA a plus.

EXPERIENCE: Five (5) years of professional experience with analyzing and developing financial, budget, and control systems for multiple programs. Two years of experience with Maryland State budgeting procedures and/or management- supervisory experience desired.

NOTES:

1. Applicants may substitute possession of a certificate as a Certified Public Accountant (CPA) or a Master's Degree in Accounting, Finance, or Economics for one year of the required experience.
2. Applicants may substitute one year of professional accounting or auditing experience for one year of the required experience.

ESSENTIAL REQUIREMENTS: Knowledge of program budgeting and allocation of financial resources; knowledge of governmental and/or fund accounting; skill in the interpretation of State and Federal Statutes and regulations; skill in using spreadsheet software; skill in scheduling and managing multiple tasks; skill in identifying problems and negotiating solutions; ability to analyze data and make sound decisions; ability to supervise staff, manage projects, monitor performance and implement improvements; ability to effectively lead and work as a team member; ability to communicate effectively both orally and in writing.

PROCEDURE FOR APPLICATION:

To apply for this position online go to MSDE Jobs on JobAps (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **Fiscal Services Administrator V (Budget Branch Chief), position #039426(JobAps #19-004532-0001)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **June 14, 2019** - Open until filled.