



# POSITION ANNOUNCEMENT

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State Superintendent of Schools

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

## OFFICE OF FISCAL PLANNING, RESEARCH & EVALUATION

February 8, 2019

**POSITION TITLE:** Program Manager IV – Fiscal Accountability Manager

**POSITION NUMBER:** 082531 (JobAps#19-005479-0003)

**SALARY:** State Salary Grade 22  
Salary Range: \$65,901 – \$96,222

**LOCATION:** 200 West Baltimore Street  
Baltimore, Maryland 21201

**NATURE OF WORK:** This is a professional position serving as the Fiscal Accountability Manager responsible for providing leadership, coordination, consultation, and technical assistance to the Office of Policy and Fiscal Analysis in the area of fiscal education policy, strategic planning, and State and federal grant management. This includes fiscal and programmatic accountability at State and federal levels.

**DUTIES AND RESPONSIBILITIES:** Provides leadership, supervision, technical assistance, and support in the development, implementation, and evaluation of financial accountability components; coordinates the design and development of guidance, assessment tools, reporting tools and monitoring tools for Local School Systems to satisfy accountability requirements; conducts professional development for internal staff and local school systems; serves as lead for conducting technical compliance reviews; develops required reporting on fiscal accountability components; supervises the collection, validation, analysis and reporting of local school system financial data reporting of local maintenance of effort requirements; ensures adherence to federal and State reporting requirements; provides administrative and policy support to the Executive Director, Office of Policy and Fiscal Analysis.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Master’s Degree or 36 post-baccalaureate credit hours of coursework from an accredited college or university in Accounting, Finance, Business Administration, or a related area.

**EXPERIENCE:** Five years of professional experience with managing, designing, developing, and auditing financial control systems for multiple programs.

**NOTES:** Two (2) additional years of experience as defined above may be substituted for the required education.

**ESSENTIAL REQUIREMENTS:** Knowledge of accounting, program budgeting, and allocation of financial resources; knowledge of governmental and/or fund accounting and State Education funding policies and regulations; skill in the interpretation of State and Federal Statute and regulations; skill in using spreadsheet software and analyzing financial data; skill in scheduling and managing multiple tasks; skill in identifying problems and deriving solutions; ability to analyze data and make sound decisions; ability to supervise staff, manage projects, monitor performance, and establish, manage, and use accountability systems; 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](http://MSDE Jobs on JobAps) (or complete an MSDE Application on [marylandpublicschools.org](http://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 - **Program Manager IV – Fiscal Accountability Manager - Position# 082531 - JobAps# 19-005479-0003** 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 occasional 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 **February 22, 2019** – Open Until Filled.