



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

September 6, 2018

FINANCIAL REPORTING AND COORDINATION BRANCH

POSITION TITLE: Staff Specialist III – Program Finance Administrator(s)

POSITION NUMBER: 3 positions available #039368, #085072 and #039510 (JobAps# 18-005298-0011)

SALARY: State Salary Grade 18
Annual Salary Range: \$49,899 - \$72,777

LOCATION: Nancy S. Grasmick Education Building
200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: These are professional positions serving as financial management administrators responsible for providing financial advice, recommendations, and specialized technical assistance to Assistant State Superintendents, program directors, managers, and administrators within the Maryland State Department of Education including recipients of State Aid to Education funding.

DUTIES AND RESPONSIBILITIES: Provides program and fiscal management recommendations to the assigned Assistant State Superintendent, Branch Chiefs, Program Managers, & Program Directors in accordance with existing laws, regulations, agency procedures, & available federal and State funding; oversees budget, accounting, procurement, position funding, audit, and grants management aspects of educational programs; performs fiscal analysis and develops reports to assist program staff with strategic fiscal and programmatic decisions; reviews, corrects, and approves accounting information for grant awards, requisitions, credit card purchases and other transactions; prepares and authorizes journal entries to realign or correct expenditures; prepares and submits budget adjustments for approval and approves minor budget modifications for submission to the MSDE Budget Branch; supports development of legislative fiscal estimates.

MINIMUM QUALIFICATIONS: **EDUCATION:** Master's Degree from an accredited four-year college or university; coursework in Accounting, Business Administration, Economics, Finance, or Public Administration is preferred.

EXPERIENCE: Three (3) years of experience in fiscal management working with professional budgets, accounting standards, procurement, funding, audit and grants management.

NOTES:

1. Applicants may substitute graduate education in business, accounting, economics, finance, or public administration at a rate of 30 credit hours for each year of experience.
2. Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience for one year of education, for up to two years of the required education.

ESSENTIAL REQUIREMENTS: Knowledge of General Accepted Accounting Principles (GAAP); knowledge of governmental accounting standards, policies & procedures; skill in the interpretation of State and federal laws / regulations; skill in using accounting, finance & spreadsheet software; skill in managing multiple tasks; skill in identifying problems & negotiating solutions; ability to analyze data & make sound decisions; ability to monitor performance & implement improvements; ability to meet established timelines; ability to effectively communicate with all levels of officials (both inside and outside the agency).

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

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 - **Staff Specialist III – Program Finance Administrators, position numbers #039368, #085072 & #039510 - JobAps# 18-005298-0011** 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 available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible 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 **September 21, 2018** – Open Until Filled.