



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 I –
Child Care Development Grant Administrator

POSITION NUMBER: 039448 (JobAps# 19-004528-0003)

SALARY: State Salary Grade 18
Salary Range: \$51,152, – \$74,605

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: The purpose of this position is to develop, plan, coordinate and direct the fiscal operations and reporting related to Child Care Development Grant. This position will be assigned to DECD and serve as the lead fiscal grant manager for Child Care Development Grant. Working with both the program administrators and the business service department, this position will be responsible for formula procedures and systems for reporting to the federal government.

DUTIES AND RESPONSIBILITIES: Prepares federal and state budget for the Child Care Development Grant and interfaces with fiscal administration at the federal level as well as participate in program/fiscal audits involving program audits. Determines budget and fiscal planning and federal requirements for budget information. Monitors and analyzes expenditures of the Federal Child Care Development Grant and State programs. Designs programs in Excel to provide forecasts of accrued expenditures, projected carry-over and obligation controls. Coordinates and reviews the work of fiscal assistants and grant specialist.

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: Three (3) 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 I (Child Care Development Grant Administrator), position #039448(JobAps #19-004528-0003)**. 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 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.