



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

JUVENILE SERVICES EDUCATION SYSTEM

October 18, 2018

POSITION TITLE: Fiscal Services Officer I, Juvenile Services Education Finance Specialist

POSITION NUMBER: 224831 (JobAps# 18-006750-0001)

SALARY: State Salary Grade 16
Salary Range: \$44,017 - \$63,880

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

NATURE OF WORK: This is a skilled service professional position responsible for planning, coordinating, reporting, and providing direction for the fiscal operations related to the Juvenile Services Education System.

DUTIES AND RESPONSIBILITIES: Provides guidance to the Directors, Coordinators, and others regarding fiscal and grant related matters; analyzes, researches, and reports on departmental fiscal matters; provides policy and procedural consultation to the Director of Juvenile Services regarding the annual budget for the division; analyzes current expenditure and ascertains the ongoing status of funds, shortfalls or additional budget request; process Financial Management Information Systems (FMIS) transactions associated with federal grants; designs programs using advanced Excel software programs to provide forecasts of accrued expenditures projected carryover funds, and obligation controls; assists with procuring services, supplies, technology, and other needs and ensuring compliance with terms and conditions.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Bachelor's degree in Accounting from an accredited college or university or a bachelor's degree from an accredited college or university with 30 credit hours in accounting and related courses, including or supplemented by 3 credit hours in auditing.

EXPERIENCE: Three years of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles.

NOTES:

1. Applicants who had met the requirements for admission to the CPA examination prior to July 1, 1974 will be considered to have met the educational requirement referenced above.
2. Possession of a certificate as a Certified Public Accountant or a Master's Degree in accounting from an accredited college or university may be substituted for one year of the required experience.
3. Applicants may substitute one year of professional budgeting experience or one year of professional auditing experience for one year of the required experience.
4. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in Administration classifications or Financial Management specialty codes in the Finance field on a year-for-year basis for the required experience.

ESSENTIAL REQUIREMENTS: Knowledge of generally accepted accounting principles (GAAPS); knowledge of state fiscal policies and procedures; knowledge of federal and State allocation/reporting systems; knowledge of government budget preparation and financial reporting methods; knowledge of budget analysis and financial resource allocation; skill utilizing commercial spreadsheet, database and word processing software; skill interpreting State and Federal laws and regulations; ability to analyze data and make sound decisions; ability to summarize financial information in concise understandable formats; ability to maintain effective working relationships with stakeholders at all levels internal and external to the organization.

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 Officer I, Juvenile Services Education Finance Specialist, **position number 224831, JobAps# 18-006750-0001** 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 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 **November 02, 2018** – Open Until Filled.