



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

OFFICE OF THE DEPUTY FOR SCHOOL EFFECTIVENESS JUVENILE SERVICES EDUCATION SYSTEM

August 23, 2019

POSITION TITLE: Staff Specialist III, JSE Program Finance Administrator

POSITION NUMBER: 085072 (JobAps# 19-005298-0007)

SALARY: State Salary Grade 18
Salary Range: \$52,687- \$84,552

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This position is responsible for planning, coordinating, reporting, and directing the fiscal operations related to the Juvenile Services Education System. This position will serve as the lead fiscal manager of the Perkins, N & D, Pass-through grant and as the Manager for General Funds/other grant funding.

DUTIES AND RESPONSIBILITIES: Provides program and fiscal management recommendation to the assigned Assistant State Superintendents, Executive Directors, Directors, Managers and Administrators 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 programs staff with strategic fiscal and programmatic decisions; reviews, corrects and approves accounting information for grant awards, requisitions, credit cards 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 submissions 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; Knowledge of governmental accounting standards, polices & Procedures; skill in 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 deadlines and communicate effectively.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](https://www.msdejobs.org) (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, JSE Program Finance Administrator, position #085072 (JobAps #19-005298-0007)**. 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 **September 06, 2019** - Open until filled.