

**Mayor's Office of Employment Development Position Vacancy Announcement****Today's Date:** 02/21/2017 **Posting #:** 8466**Job Title:** ASSISTANT DIRECTOR/COMPTROLLER**Location:** Director's Office, 417 E. Fayette Street Suite 468**Starting Salary Range:** \$82,100 - \$108,700**Status:** Regular, Full-time**FLSA:** MAPS-Exempt**Position Overview:**

The Mayor's Office of Employment Development's (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employers and job seekers in order to enhance and promote the local economy.

We envision that city residents are able to maximize his/her career potential and all employers have the human resources to grow and prosper --- a workforce system that works! What we do makes a difference in the lives of our customers with over 30,000 served annually.

MOED is seeking an Assistant Director/Comptroller who supports and shares our vision for an impactful workforce development process for our community. This position is responsible for leading the administrative departments within MOED to support our mission. Essential to the position is accountability for the units comprising Fiscal Operations, Procurement, Contracting, Information Systems, Facilities Maintenance, and Security Operations of MOED. This position is a member of our executive team responsible for ensuring operations serving our customers are effectively maintained and all are operating in a fiscally sound manner.

Essential Duties:

- **Fiscal Operations:** Leads and directs all aspects of the accounting and financial operations, including but not limited to: developing and maintaining sound financial operating policies, procedures and systems; budgeting; general and grants accounting; financial reporting to management, funders and other stakeholders; and strengthening safeguards against fraud, waste and abuse.
 - Develops, leads and maintains an effective and efficient system of internal accounting and management controls designed to reasonably ensure: compliance with Federal, State and Baltimore City laws, regulations and program
 - Ensures that compliance requirements are met and that transactions are properly recorded and accounted for to permit the preparation of timely and accurate financial reports; and, that funds, property and other assets are safeguarded against loss from unauthorized use or disposition.
 - Leads the MOED related financial segments of the annual City Budget and Agency operating budget processes to ensure sufficient funding for planned operations and related expense. Provide effective management of the on-going, agency-wide budget versus actual review, remediation and reporting processes.
 - Represents MOED in interactions with the Baltimore City audit department, outside auditors and the fiscal monitoring staff of regulatory agencies or other funding entities.
- **Procurement:** Ensure adherence to the City's prescribed procurement related policies, procedures and practices while also operating in compliance with applicable Federal, State and other funder defined rules and regulations. Work involves continuous interaction with the city's Bureau of Purchases, Information Systems Department and Budget Bureau plus vendors and suppliers throughout the Baltimore City/Maryland region.

- **Contracting:** Negotiate, develop, administer, monitor and, if applicable, terminate agreements with third parties for the delivery of goods and services or funds to support the mission and work of the Agency. Includes, but is not limited to, securing the approval of the Bureau of Purchases and/or the Board of Estimates. Work involves continuous interaction with the city's Dept. of Audits, Law Department, Budget Bureau and Bureau of Purchases as well as contractors and sub recipients throughout the Baltimore City/Maryland region.
- **Information Systems:** Ensuring agency wide computer networks, including related software, are: consistently operating at peak efficiency; appropriately updated and upgraded taking into consideration economic and logistical boundaries; continuously available to MOED staff operating within and, if applicable, outside of our facilities; and that appropriate, integrity related safeguards are continually in-place and up to date. Work involves continuous interaction with the city's Information Systems Department and the Bureau of Purchases as well as contractors and sub recipients throughout the Baltimore City/Maryland region.
- **Facilities Maintenance and Security Operations:** Provide a safe and healthy working environment for staff and customers. Work involves continuous interaction with the city's General Services Department and Bureau of Purchases as well as vendors and suppliers throughout the Baltimore City/Maryland region. To stand prepared and qualified to represent the agency, when called upon, before the Board of Estimates and the City Council, in whole or in part, on behalf of the Agency Director and/or on matters including, but not limited to: budget submissions and spending authority requests; contracting requests; and, other legal and financial matters.

Key Attributes

- Passionate about working to achieve the mission and vision of MOED
- Knowledge of principles and practices in City government administrations including program budgeting, general accounting and fiscal management practices
- Knowledge of grant development, financial management, fiscal operations, WIOA regulations, property & equipment control systems, and information systems
- Ability to coordinate activities of various units of MOED, and activities of MOED with other government agencies and organizations
- Extensive knowledge of supervisory, and administrative practices and procedures
- Proficiency to analyze and recommend resolution of more complex problems by application of knowledge acquired through management level program involvement
- Ability to supervise subordinate staff engaged in the development of administrative activities for MOED
- Ability to identify and resolve MOED administrative problems which may require working irregular hours in a pressure setting.
- Ability to communicate effectively, verbally and in writing, in a diverse range of audiences and settings.
- Must be computer literate and familiar with word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.).

Required Education & Experience:

- Bachelor's degree in Accounting, Finance, or Business Administration from an accredited college or university; CPA or MBA is highly preferred.
- Eight years' experience in planning, research, administration, fiscal and/or management operations at an executive level with a minimum of at least five years directly involved in management and accounting or financial operations. General cost or business unit expertise with results-oriented skills in business partnership, forecasting, budgeting or accounting is required

- Or, any equivalent combination of acceptable education and experience.

Special Requirements:

- Successfully complete a Criminal Background Investigation
- Must complete an annual financial/ethics disclosure.

MOED Employees receive priority consideration for open positions and must apply within 5 days of posting.

All other qualified applicants should submit a resume to the MOED Human Resources Department,
417 E. Fayette Street, Suite 468, Baltimore, MD, 21202; via fax: or (410) 396-8132, or via email:
resumes@oedworks.com.

Please place job title and posting number in the subject line.

MOED is an Equal Opportunity Employer: EOE/AA/M/F/D/V