



Baltimore City Health Department

Director of Finance

Non-Civil Service Position

Overview

The Baltimore City Health Department (BCHD) seeks a Director of Finance.

Founded in 1793, the BCHD is the oldest health department in the country, with 1,000 employees and an annual budget \$130 million that aims to promote health and improve well-being through education, policy/advocacy, and direct service delivery. BCHD's wide-ranging responsibilities include maternal and child health, youth wellness, school health, senior services, animal control, restaurant inspections, emergency preparedness, communicable disease treatment, and acute and chronic disease prevention.

The Director of Finance reports directly to the Chief of Finance and Administration and is responsible for oversight of the Baltimore City Health Department's finance, accounting, and procurement operations. Responsibilities include coordinating the budgeting, analysis and management reporting processes associated with the operations of the Health Department including year-end forecast, monthly forecast, monthly close activities, variance analysis, and compilation of monthly, quarterly and annual management reports. The Director is also responsible for continuous communication and coordination with the COFA and other senior staff to ensure the quality of financial management and forecasting and providing reliable, relevant and timely financial and operating performance information and analysis for management decision making.

This is a unique opportunity to be part of a team of dedicated public servants committed to having an immediate and lasting impact on their community.

Essential functions include:

1. Lead accounting team to analyze and present financial reports in an accurate and timely manner; oversee all financial, program, and grant accounting.
2. Oversee and lead annual budgeting and planning process in conjunction with senior leadership; administer and review all financial plans and budgets; monitor progress, changes and keep senior leadership team abreast of the organization's financial status.
3. Direct and lead payroll unit; manage the payroll system to ensure all staff are paid on a timely and accurate basis.
4. Oversee and lead contracts management unit; ensure that the contract creation and implementation schedule is adhered to.
5. Manage organization cash flow and forecasting; create, update, and implement necessary business policies and accounting practices.

6. Improve the finance department's overall policy and procedure manual; coordinate and lead the fiscal audit process; liaise with external auditors; respond to any audit findings and implement changes to improve processes.
7. Performing other duties as assigned.

Successful candidates should have:

- Experience in a senior financial-management role partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Significant experience in or knowledge of accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Deep knowledge and understanding of the 2CFR.
- Experience working with information technology staff to manage finance and accounting software packages.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Highly proficient in the MS Office suite software, especially Excel.

Qualifications:

- Hold a Bachelor's degree in business, finance, economics, or accounting or a Bachelor's degree in another field with 7 or more years of experience in the financial sector.
- At least five (5) years of experience as Director of Finance or equivalent, preferably in a government or nonprofit organization with a budget of at least \$50 million.
- Experience in working within a Governmental entity is preferred.

This position will be open until filled. Salary offer will be commensurate with experience. An excellent fringe benefit package accompanies the salary.

Interested candidates should submit a cover letter and resume to:

Baltimore City Health Department
Finance Division
Attention: Chief of Finance and Administration
1001 E. Fayette Street
Baltimore, MD 21202
Ryan.Hemminger@baltimorecity.gov

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