

**FISCAL ADMINISTRATOR**  
**MAYOR'S OFFICE OF INFORMATION TECHNOLOGY**

**Position:**

The Mayor's Office of Information Technology seeks a Fiscal Administrator. The Fiscal Administrator will be responsible for managing the fiscal tasks, fiscal reporting, and fiscal approval processes.

**Duties Include:**

- Overseeing the preparation, verification and documentation of fiscal reports for submission to internal/external agencies.
- Monitoring budget expenditures to ensure compliance with Federal and State regulations and guidelines while working within the City's administrative structure.
- Developing and managing internal control policies and procedures.
- Reviewing, verifying, and approving requisitions, purchase orders, expenditure authorizations, personnel action requests and other documentation used in the funding procurement process.
- Maintaining and preparing records and reports for all fiscal-related activity.
- Responding to audit requests, both internal and external.

**Qualifications:**

- Candidates must have a Bachelor's Degree in Accounting, Business Administration or a closely related field from an accredited college or university. One year of supervisory experience and 5 years of fiscal management experience in a government setting is highly preferred. Candidates should be experienced in the principles and techniques of budgetary and fiscal analysis and possess the ability to collect, compile, and verify budgetary data. The Fiscal Administrator should be able to communicate effectively, both orally and in writing.
- The successful candidate will be required to pass a criminal background check and drug test.
- Salary range will be commensurate with education and experience.
- Position will remain open until filled.

**Interested candidates should submit a cover letter and resume to:**

Warren Rhodes, Jr.  
Human Resources  
401 E. Fayette Street (3<sup>rd</sup> Floor)  
Baltimore, Maryland 21202  
Email: [Warren.Rhodes@baltimorecity.gov](mailto:Warren.Rhodes@baltimorecity.gov)