

# MOED Human Resources Department

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## Position Announcement

Today's Date: 1/02/2015

Posting #: 8411

Job title: **Director of Fiscal Operations**

FLSA/ Code/ Status: **Exempt / 931 /MAPS unrepresented**

Location: **417 E Fayette St., Suite 466, Baltimore MD**

Salary: **Range from \$68,200 - \$100,000** (commensurate with experience)

Status: **Fulltime- Regular**

### Position Overview:

The Director of Fiscal Operations is responsible for managing the fiscal operations of the Mayor's Office of Employment Development (MOED). This includes, but is not limited to, managing the following functions: budgeting; financial recordkeeping and reporting; accounts receivable; accounts payable; participant payroll; cash management; and audit relations.

### Essential Duties and Responsibilities:

- Effectively develops and maintains budgeting and financial recordkeeping and reporting systems.
- Advises management on fiscal matters, such as effective use of resources; assumptions underlying budget forecasts; budget versus actual variances and related observations; etc.
- Directs and participates in the development and implementation of MOED's administrative goals, objectives, policies and procedures
- Insures proper coordination of MOED fiscal affairs and keeps the Assistant Director/Comptroller updated on these matters in a timely and accurate fashion.
- Insures that the agency's and the city's automated data management systems (ex. CitiBuy, CityDynamics, Fundware, etc.) are effectively meeting the needs and demands of MOED.
- Insures that in a timely and accurate fashion managers throughout the agency are advised of fiscal related matters that may have an adverse impact on their operations and/or MOED, as a whole.
- Represents the agency during audit conferences and responds to audit issues
- Manages the timely and accurate close out of grants and applicable contracts and maintenance of MOED's chart of general ledger accounts.
- Designs, implements and effectively manages sound internal control policies and practices.
- Devises forms and prepares manuals required to guide the activities of fiscal support and client payroll staff
- Effectively supervises, trains, evaluates and directs the work of staff engaged in fiscal and client payroll operations.
- Directs compilation of data based on statistical studies and analyses of past and current years to prepare and monitor the City budget along with justification of funds requested
- Serves on, and occasionally chairs, ad hoc staff committees created to effectively address specific agency-

wide challenges and/or opportunities.

- Establishes and maintains effective working relationships with other MOED Managers, and management level personnel from federal, state, county, and other City agencies.
- Performs other duties as required

**Knowledge, Skills and Abilities:**

- An in-depth knowledge of federal, state and city procurement and financial management rules and regulations.
- Grant management experience from a fiscal management perspective; particularly, federal grants.
- Strong accounting, financial reporting and analytical skills. A good working knowledge of model general office management policies and practices. Ability to effectively supervise and train subordinate staff engaged.
- Ability to establish and maintain effective working relationships with individuals and group of individuals of varying levels of responsibility, within and outside (ex. federal and state agencies, foundations, other city agencies, etc) of MOED.
- Ability to communicate effectively both orally and in writing, and make persuasive presentations.
- Ability to effectively follow oral and written instructions.
- Ability to effectively assign, manages, review and evaluate the work of subordinate employees.
- Must be computer literate and proficient in word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.)

**Required Education & Experience:**

- Bachelor's degree in Accounting, Finance, or related field or related field. CPA or MBA highly desirable.
- Five years experience in Fiscal Management or closely related field; at least three of which must have been in a supervisory role, requiring strong analytical skills.
- Or any equivalent combination of acceptable education or experience

**Special Requirements:**

- Criminal Background Investigation

**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 at 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132 or via email to [resumes@oedworks.com](mailto:resumes@oedworks.com). Please place job title and posting number in the subject line.**