



Position Vacancy Announcement

Today's Date: 8/20/2015 **Posting #:** 8431

Job Title: Fiscal Analyst

Division/Department: Contracting and Compliance

Location: 417 E. Fayette St., Baltimore, MD 21202

Starting Salary: \$57,200

Status: Full-Time, Temporary with Benefits

Position Overview:

Fiscal Analysts are responsible for providing various types of accounting and budgeting services in support of Agency operations, including but not limited to: financial, management, governmental and project specific. This particular position supports and monitors financial and contractual relations with sub-grantees.

Essential Functions:

- Records, maintains and monitors data and recording/reporting structures in automated budgeting, financial management and procurement systems.
- Monitors fiscal activities of assigned programs, prepares fiscal reports, and makes recommendations to MOED Departments and Units engaged in the operation of funded programs.
- Prepare, review and verify the accuracy of financial reports.
- Assists in the evaluation of effectiveness (cost) of assigned programs.
- Prepares fiscal/budget reports, and statistical records to interpret agency's financial/ budgetary status.
- Regularly reviews program fiscal activities and analyzes trends effecting overall program budget.
- Prepares and monitors journal entries, cash draw-downs, disbursements, reimbursements, etc. for accuracy.
- Makes recommendations and participates in the development of policies for carrying out budgetary and financial directives.
- Performs other duties as required.

Key Attributes:

- Thorough knowledge of general office practices and procedures.
- Knowledge of program and budget development.
- Ability to analyze and recommend resolution of budgetary problems by application of knowledge acquired through management level program involvement.
- Ability to communicate effectively both orally and in writing.
- Ability to prioritize and handle multiple tasks.
- Ability to work in order to meet established deadlines.
- Must be computer literate and familiar with word processing, spreadsheet, and database applications. (i.e. Microsoft Word, Excel, Access, etc).

Required Education & Experience:

- Bachelor's degree in Business Administration, Accounting, Mathematics, or Public Administration or related field and two (2) years experience in budgeting or administration; at least one of which was involved directly in budgetary planning, fiscal management, or program administration.
- Or, any equivalent combination of acceptable education and experience

Special Requirements:

- Criminal Background Investigation
- Valid Maryland Driver's License and daily access to a car

MOED Employees receive priority consideration for open positions and must apply by within 5 days of posting. All other qualified applicants should submit an application and/or resume to the MOED Human Resources Department, 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132, via email: resumes@oedworks.com. Please place job title and posting number in the subject line. MOED is an Equal Opportunity Employer.