Grant Services Specialist- Non-Civil Service Program and Fiscal Associate

Baltimore City Health Department is seeking qualified candidates to work for the Baltimore City Health Department STD/HIV Prevention Program.

Specific duties associate with this position will include:

- Candidate will be analyzing departmental grant awards for the preparation of budgets/budgets justifications to maintain expenditure controls.
- Examine budgets/budget justifications for completeness, accuracy, and conformance with procedure and regulations.
- Work with Fiscal Department in preparing quarterly financial reports, preparing and processing expenditure authorization, requisitions, credit card, and journal entry transactions.
- Collect, compile and type the necessary data to process forms and specifications for procurement transactions.
- Order supplies from City vendors for agency officials and staff,
- Conduct annual inventory of agency office supplies and related materials.
- Respond to inquiries regarding purchasing transactions from personnel disbursements.
- Assist Fiscal Department in working with budgets for the upcoming fiscal year
- Maintain the ability to handle crisis situations and provide assistance with cost analysis.
- Perform budget analysis to compare with operating programs.
- Consult with management to ensure that budgets/budget justifications are made in accordance with program changes.
- Proficiency within Microsoft Office is required.

Salary: $39,701 - $41,520

Requirements: Bachelor's degree from an accredited college or university and two years of experience in program evaluation, coordination, planning or supervision or an equivalent combination of education and experience.

Please send resume and cover letter to the address below by April 1, 2016.

Attn: Cheryl Gipson
Cheryl.Gipson@baltimorecity.gov
Health Program Administrator
Baltimore City Health Department
STD/HIV Prevention Program
1001 E. Fayette Street
Baltimore, Maryland 21202

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