



Position Vacancy Announcement	
Today's Date: 01/17/2016	Posting #: 8462
Job Title: Fiscal Analyst (Temporary up to 6 months)	
Division/Department: Youth Fiscal Operations	
Location: 417 E. Fayette St., Baltimore, MD 21202	
Starting Salary: \$30.58 per hour	
Status: Temporary No Benefits	FLSA: Exempt

Position Overview:

This is fiscal management work at the full performance level. Problems are resolved by reference to established practices, procedures, and precedents, specific goals and objectives, and any legal standards or regulations.

Essential Functions:

- Participates in maintenance of budgeting and fiscal reporting 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.
- Participates in the maintenance of a computer-based Fiscal Management Information System, City Dynamics accounting system and its associated reports.
- 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 468, 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.