



Fiscal Analyst **Job Posting Announcement**

Posting Date: August 16, 2021

Classification: Grant Services Specialist III (GSSII)

Salary Range: Mid \$60K

Status: Temporary Benefits Eligible

Location: 417 E. Fayette Street Suite 468, Baltimore MD 21202
{Telework and onsite per operational needs}

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Position Overview:

This position authorized through the American Rescue Plan Act (ARPA) will focused on providing financial leadership, best practices guidance in expenditures reporting, budgetary and compliance oversight, and other accounting recordkeeping responsibilities as required. This position will assist MOED management teams to use the funds to provide occupational training, apprenticeships, and supportive services to unemployed and underemployed city residents impacted by COVID-19. The Fiscal Analyst will report directly to the Director of Fiscal Operations with dotted line reporting responsibilities to the Program Project Manager as part of Baltimore City's COVID-19 employment recovery strategy.

MOED works with public and private partners to provide occupational training, apprenticeships, subsidized work, supportive services, transportation assistance, and small business subsidies to city residents and small businesses negatively impacted by the coronavirus pandemic. We will prioritize unemployed and underemployed residents and particularly our most disadvantaged jobseekers, including returning citizens, opportunity youth, and public assistance recipients. These programs will increase access to opportunity, promote local job growth, support low-income households, benefit historically underinvested neighborhoods, and create wealth in communities of color. They will also help the city become cleaner, safer, and more welcoming.

Essential Duties and Responsibilities

- Monitors accounting activities of assigned programs, prepares fiscal reports, and makes recommendations to MOED Departments and Supportive Operational Services of funded programs.

- Participates in maintenance of budgeting and fiscal reporting systems.
- Prepare, analyze, review and verify accounting records in support of grant related expenditures to ensure compliance and accuracy of financial reporting with applicable federal, state and other related regulations, statues, and Generally Accepted Accounting Principles (GAAP).
- Balance and reconcile accounting activities regarding grants for revenues, expenditures from general ledger and other related reports.
- Regularly reviews program fiscal activities, analyzes trends effecting overall program budget, and statistical records to interpret agency's financial/ budgetary status.
- Assists in the evaluation of effectiveness (cost) of assigned programs to assess accuracy, completeness and conformance for reporting.
- Prepares and monitors journal entries, cash drawdowns, and review and process invoices for payment disbursements.
- Assist and prepare responses to questions from internal or external auditors and other City Agencies oversight reviews to ensure compliance and reporting requirements are followed.
- Participates in the development of policies for carrying out budgetary and financial directives with written policies and procedures related to accounting activities.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of program and budget development.
- Ability to analyze and recommend resolution of budgetary problems by application of knowledge acquired through management level involvement.
- Highly attentive to detail.
- Ability to work independently and in a collaborative team environment.
- 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 proficient in MS Office with strong working knowledge of Microsoft Excel and Accounting software systems.

Minimum Required Education and Experience

- A bachelor's degree from an accredited college or university in accounting, finance, business or a related field.
- Four years of overall professional experience.
- Three years of experience in performing budgetary, fiscal or accounting work at a government or public professional level; or an equivalent combination of education and experience with the ability to perform the essential functions of the position.

Interested applicants may apply via this [link](#).

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider