



Position Announcement

Posting Date: 08/17/2020

Posting Number: 1212675

Classification: Professional Services

Functional Job Title: Fiscal Analyst

FLSA/Bargaining Unit: Exempt/MAPS

Grade/Salary Range: 923 (\$63,725 - \$80,940)

Location: 417 E. Fayette Street Suite 468, Baltimore MD 21202

Status: Fulltime- Regular with Benefits

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. 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 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:

- A bachelor's degree (Accounting and Finance preferred) from an accredited college or university and two years of experience in performing budgetary, fiscal or accounting work at a professional level.
- Equivalent combination of education and experience.

Interested applicants may submit their resume via email resumes@oedworks.com.

Please place Job Title and Posting Number in the subject line.

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