



## **FISCAL ANALYST**

### **Job Posting Announcement**

**Posting Date:** August 16, 2021\*Updated December 9, 2021

**Classification:** Grant Services Specialist III (GSSII)

**Salary Range:** \$60,000-\$65,000

**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 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.

This position is part of Baltimore City's COVID-19 employment recovery strategy, which is funded through the American Rescue Plan Act. The Mayor's Office of Employment Development (MOED) is working 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**

- 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.

#### **Knowledge, Skills and Abilities**

- 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.).

#### **Minimum Required Education and Experience**

- A bachelor's degree 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 apply via this [link](#)**

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