



## **Fiscal Director**

Maryland Department of Aging – Baltimore, MD 21201

GRADE 22

### **LOCATION OF POSITION**

301 W. Preston Street Baltimore, MD 21201

### **MAIN PURPOSE OF JOB**

The Director of Operations and Fiscal Services provides leadership and direction in the operations of the Maryland Department of Aging. The position directs the department's fiscal activities including, but not limited to, budgeting, accounting, internal/external auditing, and financial reporting. This is a Management Service position and it will serve at the pleasure of the appointing authority.

### **POSITION DUTIES**

- Directs fiscal operations in compliance with applicable laws, regulations, and standards of professional practice including:
- Oversee the preparation of the operating budget and other financial plans;
- Oversee the preparation of all budgetary and financial related materials presented to various legislative committees, assists in the presentation of the MDoA's budget to the Secretary;
- Formulate and implement fiscal policies and procedures;
- Oversee the annual fiscal year-end closeout in accordance with State guidelines;
- Oversee external audit process, and develop and implement corrective action plans resulting from audit exceptions;
- Direct and ensure compliance for: Minority Business Enterprise, Small Business Reserve and Area Agency financial monitoring, internal accounting controls, and federal and state grant management;
- Develop financial reports for the Department Secretary and federal funding agencies (i.e. Federal SF-425 and FNS-153);

- Prepare, analyze, and interpret financial and narrative reports of fiscal services activities and projects;
- Develop projections for grant programs and analyze to determine efficiency;
- Ensure financial operation functions are in accordance with appropriations;
- Ensure that internal controls/separation of duties are maintained according to State guidelines;
- Coordinate payroll activities within the Department;
- Plan, coordinate, supervise, and evaluate the work of the Deputy Director and fiscal division staff;
- Perform work of a very detailed nature requiring a high degree of accuracy and consistency.
- Direct the general operations of the Department, including overseeing the computer and information technology systems, procurement, inventory, fleet management, and supply activities.
- The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

## **MINIMUM QUALIFICATIONS**

Education: Bachelor's Degree from an accredited college or university.

Experience: Five years of professional experience in fiscal services, including budgeting and accounting, and three years of experience supervising staff.

Note: Possession of a certificate as a Certified Public Accountant, or a Master's degree in accounting from an accredited college or university may be substituted for one year of the required experience.

## **DESIRED OR PREFERRED QUALIFICATIONS**

Preference will be given to applicants who possess the following preferred qualification(s). Include clear and specific information on your application regarding your qualifications.

Experience utilizing FMIS, R\*Stars, and other state accounting software.

Experience utilizing Payment Management Solutions (PMS) and other federal accounting software.

Experience in financial auditing.

Experience with Federal and State financial reporting.

Knowledge of the principles and practices of governmental budgeting.

Ability to plan, direct and administer all aspects of the operations unit.

Thorough experience with finance, budgeting procedures, and tracking systems.

Ability to coordinate, supervise and evaluate the work of subordinates.

Ability to work under pressure.

Attention to detail and high level of accuracy.

Knowledge of record maintenance. Excellent verbal and written communication skills.

Excellent Microsoft Office skills, with proficiency in creating Excel spreadsheets and workbooks.

#### **BENEFITS - STATE OF MARYLAND**

<https://dbm.maryland.gov/jobseekers/Pages/BenefitsEmployment.aspx>

#### **APPLICATION PROCESS**

Send cover letter, resume, and references to:

[mdoa.executiveoffice@maryland.gov](mailto:mdoa.executiveoffice@maryland.gov)

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. People with disabilities and bilingual candidates are encouraged to apply. We thank our Veterans for their service to our country. 45 Calvert Street, Annapolis, MD 21401 300-301 West Preston Street, Baltimore, MD 21201 Toll-Free (800) 705-3493