

THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING
COMMISSION

invites applications for the position of:

**Budget Coordinator (11809,
Grade H)**

An Equal Opportunity Employer

SALARY: \$51,704.00 - \$88,476.00 Annually**OPENING DATE:** 08/17/16**CLOSING DATE:** Continuous**DESCRIPTION:**

The Maryland-National Capital Park and Planning Commission (M-NCPPC), a six time National Recreation and Parks Association Gold Medal Winner is seeking a Divisional **Budget Coordinator** to work collaboratively with the Budget Manager of the Prince George's County Department of Parks and Recreation. The Department serves a diverse population and manages over 27,000 acres of parkland. The Divisional Budget Coordinator will assist with the stewardship of the parkland and recreation facilities through effective budget creation and management.

The ideal candidate will serve as a division liaison working with the department's budget manager to analyze, prepare, monitor and allocate annual operating budgets; assist in the forecast analysis, review and preparation of timely accurate monthly reports; assist in year-end activities; prepare detailed budget charts, tables, and spreadsheets for a variety of budgetary analysis; assist in providing financial guidance to divisional administrative staff; and provide high level special project coordination for the division chief.

EXAMPLES OF IMPORTANT DUTIES:

- Administer budget for specified divisions. Analyze revenues and expenditures, program requirements, staff recommendations, and management directives to develop, present, and defend budget requests.
- Utilize best practice procedures to monitor and control major program/function expenditures including expenditure patterns. Recommend reallocation of funds and other actions to stay within budget.
- Research and gather data from various sources to prepare complex, long- and short-term financial projections.
- Perform financial analysis of major projects, such as cash flow projections for revenue-producing facilities, including data on funding sources, historical financial information, statistical information, and funding and expenditure projections.
- Conducts training for divisional staff on budget practices, budget development, financial projections and other budget matters.
- Conducts complex budget analysis and implements fiscal policies, procedures, and practices within assigned division(s).

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in business administration, management, or related subject; and
2. Four years of progressively responsible administrative experience related to the needs of the division or department to which the position is assigned; or
3. An equivalent combination of education and experience.

SUPPLEMENTAL INFORMATION:

DESIRED/PREFERED QUALIFICATIONS:

The desired candidate will have a degree in Finance or Accounting. Will possess excellent budget and financial management skills, a working knowledge of G.A.A.P., advanced Excel skills, experience working with a ERP (Enterprise Resource Planning) systems, and a strong budget analytical background.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.mncppc.org/jobs>

Job #11809
BUDGET COORDINATOR (11809, GRADE H)
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OUR OFFICE IS LOCATED AT:

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Budget Coordinator (11809, Grade H) Supplemental Questionnaire

- * 1. Describe your experience with preparing, analyzing and administering budgets. Please include the size of the budget, tracking procedures used, and outcome of established performance measures.

* Required Question