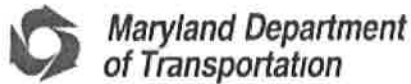


MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:



Deputy Director of Finance (Fiscal Services Administrator VI) Executive Service

SALARY:	\$68,959.00 - \$110,729.00 Annually
OPENING DATE:	03/27/17
CLOSING DATE:	04/10/17 11:59 PM
DESCRIPTION:	

**Executive Service Announcement (Open)
STATE HIGHWAY ADMINISTRATION
Deputy Director of Finance
Fiscal Services Administrator VI (7213) (Selection Plan #17-30-01)**

RECRUITMENT: Maryland Department of Transportation's State Highway Administration (SHA) is recruiting for a Deputy Director of Finance (Fiscal Services Administrator VI) for the Office of Finance in Baltimore, City. This recruitment is open to anyone who meet the preferred qualifications listed below. This position is Executive Service (the incumbent serves at the will of the appointing authority).

All applicants **must** submit an application online at www.mdot.maryland.gov/employment

The State of Maryland offers excellent health and leave benefits, 401k benefits, pension plan, a free transit program, and advanced education and training opportunities.

NATURE OF WORK:

The position reports directly to the Director of Finance and is primarily responsible for overseeing the day-to-day operations of the Office of Finance, which includes ensuring fiscal transactions occur in a timely and accurate manner, the fiscal internal control environment is strong, and accounting standards are adhered to. The position includes oversight of mission critical financial systems. The position provides MDOT FMIS liaison responsibilities to ensure system functionality is working as needed, particularly those designed specifically for SHA. The position has liaison and support duties to other SHA offices and MDOT/non-MDOT agencies with regard to fiscal or financial efforts/transactions. These duties include assessing the fiscal control environment to ensure risk is reduced given the effort or transaction. The position is responsible for Public Information Act Requests (PIA) in the Office of Finance and acts as the Office's PIA liaison. Special fiscal or financial requests or issues are often delegated to this position. Special fiscal or financial requests or issues are often delegated to this position. The position serves as the liaison with auditors for the office. The position works directly with senior management including the Administrator and Deputy Administrators on high level fiscal issues, and often attends meetings on behalf of the Director.

QUALIFICATIONS:

Preferred Qualifications:

EDUCATION: A Bachelor's degree in Business Administration, Accounting, Finance, or Economics from an accredited college or university with a minimum of 30 credit hours in accounting and related courses, including or supplemented by 3 credit hours in auditing.

EXPERIENCE: Ten (10) years of professional experience in accounting and/or auditing, of which five (5) years must have been in a managerial capacity.

THE IDEAL CANDIDATE SHOULD POSSESS:

1. A strong knowledge of accounting operations, auditing, and financial systems analysis and/or implementation;
2. Have a strong knowledge of the State's Budget process, including the Capital Program budget submission and CTP submission process;
3. Have a strong knowledge of internal accounting controls in order to have the ability to make proper system decisions;
4. Have a working knowledge of fiscal systems and MDOT FMIS; possess a strong knowledge of cost accounting, particularly project costing;
5. Have strong management and leadership skills.
6. The candidate should be a Certified Public Accountant.

If you have held more than one (1) position at the same employer, you must list each position that you held, the length of time that you held each position, and the corresponding duties.

ADDITIONAL INFORMATION:

SPECIAL REQUIREMENTS:

The candidate appointed to this position will be assigned duties which require the operation of a motor vehicle, and will be required to possess a motor vehicle operator's license valid in the state of Maryland with fewer than four (4) points.

TO APPLY: All applicants must submit an application online at www.mdot.maryland.gov/employment. Resumes **will not** be accepted in lieu of completed applications. To receive credit for your work history and credentials you must list the information on the Online DTS-1 application form. You may refer to a resume **only** to expand on information offered in the body of the Online DTS-1 application. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for. The selected candidate may be subject to background and reference checks. A conviction is not an automatic disqualification from employment. Bilingual applicants are encouraged to apply.

This position is not a member of the collective bargaining unit

Please Note: The Maryland State Highway Administration will no longer sponsor new employees in application of the H-1B Visa. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

Applications must be submitted online by the closing date.

If you have any questions, please contact the Recruitment and Examination Division at the number(s) listed below:

410-545-5554 or 1-877-743-9311

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.