



MARYLAND DEPARTMENT OF TRANSPORTATION  
invites applications for the position of:

**Division Chief (Fiscal Services  
Administrator V) Executive Service**

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**SALARY:** \$64,608.00 - \$103,743.00 Annually  
**OPENING DATE:** 04/17/17  
**CLOSING DATE:** 05/02/17 11:59 PM  
**DESCRIPTION:**

**EXECUTIVE SERVICE ANNOUNCEMENT (Open)  
STATE HIGHWAY ADMINISTRATION (SHA)  
Office of Finance (Baltimore City)  
Division Chief  
Fiscal Services Administrator V (7212) (SP# 17-30-02)**

**RECRUITMENT:** (Open) The Maryland Department of Transportation's State Highway Administration Office of Finance (*Baltimore City*) is recruiting for a **Fiscal Services Administrator V**. This position is open to anyone who meets 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 <https://agency.governmentjobs.com/mdotmd>

**The State of Maryland offers excellent health and leave benefits, 401k benefits, 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 Financial Systems & Inventory Support Division in the State Highway Administration's (SHA's) Office of Finance. The position includes daily oversight of mission critical systems including the Maryland Department of Transportation Financial Management Information System (MDOT FMIS), STATE FMIS, WebFocus, and the Bradley-FAST Inventory System. The position also provides MDOT FMIS liaison responsibilities to ensure system functionality is working as needed, particularly those designed specifically for SHA such as the Federal Aid Billing Module and the ICC Billing Module. The position includes daily management and oversight of SHA's MDOT FMIS Security Officer. In addition, the position includes daily management and oversight of the Office of Finance (OOF) Data Control Section which is primarily responsible for desk top support and document management within OOF. Finally, the position provides daily management and oversight of OOF's Inventory Management Section which is primarily responsible for the Materials and Supplies and Fixed Assets Inventories at SHA.

**QUALIFICATIONS:**

**PREFERRED QUALIFICATIONS:**

**EDUCATION:** Possession of 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 or related courses, including 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.

**NOTES:**

Applicants may substitute possession of a certificate as a Certified Public Accountant (CPA) for one year of the required experience.

Applicants may substitute possession of a Master's degree in the above specified fields or concentrations for one year of the required experience.

U.S. Armed Forces military service experience as defined under the Minimum Qualifications may be substituted for the required experience on a year-for-year basis

**THE IDEAL CANDIDATE SHOULD POSSESS:**

Candidate should have experience in fixed asset inventory and/or consumable inventory. Experience with the Microsoft (MS) Office Suite, specifically MS Excel and MS word.

**LICENSES & CERTIFICATIONS:****LICENSES & CERTIFICATIONS:**

Possession of a motor vehicle operator's license valid in the state of Maryland.

**ADDITIONAL INFORMATION:**

**TO APPLY:** All applicants must submit an application online at <https://agency.governmentjobs.com/mdotmd> (use of this option allows the application to be saved). Resumes **will not** be accepted in lieu of a completed application. To receive credit for your work history and credentials you must list the information in 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 question, 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**

**SHA 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.**