



**HOWARD COUNTY GOVERNMENT**  
**invites applications for the position of:**  
Contingent - Fiscal Specialist II – Finance, Office of the Director

An Equal Opportunity Employer

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**SALARY:**  
\$35.00 /Hour

**OPENING DATE:** 05/19/17

**CLOSING DATE:** Continuous

**POSITION SUMMARY/CLASS DESCRIPTION:**

**This position will be active for three years through the construction phase of the new Howard County Courthouse.**

**POSITION SUMMARY:**

Full-time, non-benefitted position.

Performs responsible professional work in the area of preparing, analyzing and reconciling financial statements and projections under the general supervision of a Manager. Assignments require evaluative thinking and are carried out in accordance with generally accepted accounting principles and practices. The work includes responsible contacts with employees in other departments, other governmental agencies and financial institutions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following. Other duties may be assigned.

Understands the local governmental legislation process and processes related to tax-exempt financing. Familiar with public private partnerships (P3s) and alternative financing of public infrastructure.

Assists in the preparation of revenue, expense and debt service projection models, budgets, quarterly and annual reporting related to public infrastructure projects.

Stays abreast of new developments related to alternative financing of public infrastructure and researches issues as required.

Assists in the preparation, review and analysis of Request for Proposals and responses related to government projects involving private use.

Assists in the preparation, analysis and review of legal documents, contracts etc., related to the construction and financing of public infrastructure projects.

Assists in evaluating, testing and implementing new systems.

Provides recommendations for improving operations.

This job has no supervisory responsibilities.

**MINIMUM REQUIRED EDUCATION/EXPERIENCE:**

Bachelor's Degree and two years of related experience; or equivalent combination of education and experience.

**PREFERRED EDUCATION/KNOWLEDGES, SKILLS AND ABILITIES:**

Bachelor's Degree with major coursework in Economics or Finance.

Two years of financial forecasting, fiscal analysis and/or financial statement experience.

Possess strong working knowledge of Word and Excel.

**CERTIFICATES, LICENSES AND REGISTRATIONS:**

Certification as a Certified Public Accountant (CPA) or Certified Public Financial Officer (CPFO) is a plus.

**LANGUAGE SKILLS, MATHEMATICAL SKILLS AND REASONING ABILITY:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, fractions, ratios and net present value. Ability to apply concepts of basic algebra and geometry.

Strong ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Strong ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to analyze financial information, draw conclusions and make recommendations.

APPLICATIONS MAY BE OBTAINED AND  
FILED ONLINE AT:

<http://www.howardcountymd.gov>  
[whutchinson@howardcountymd.gov](mailto:whutchinson@howardcountymd.gov)

Job #17-00410  
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