



CALVERT COUNTY GOVERNMENT  
invites applications for the position of:

# Finance and Budget Deputy Director - Finance and Budget

An Equal Opportunity Employer and have an Equal Employment  
Opportunity Plan

---

**SALARY:** \$40.28 - \$46.21 Hourly  
\$2,819.62 - \$3,234.69 Biweekly  
\$73,310.00 - \$84,102.00 Annually

**OPENING DATE:** 03/09/18

**CLOSING DATE:** 04/04/18 11:59 PM

**JOB SUMMARY:**

Contract Position, Grade 28, 35 hours per week.

Performs technical analysis and financial management work in directing the accounting, budgetary and procurement activities of the County, with a primary focus on budget. Work involves application of professional accounting principles and standards as well as budget statutory regulations to design, implement and monitor of accounting, budgetary and procurement processes and procedures. Work also involves the production of the annual budget document and ensuring compliance with this legal document. The work requires extensive training and experience in financial accounting, budgetary and management for government; the position reports to the Director of Finance and Budget.

**ESSENTIAL JOB FUNCTIONS/OTHER DUTIES/KSA:**

Assists with the management of day-to-day operations of the accounting and budgetary office. Recommends policies and procedures for effective internal controls. Oversees personnel functions for the budget and related employees.

Oversees the preparation of the County's annual budget document. Ensures compliance with local and state codification. Assists with the financial statements to ensure accuracy, integrity and compliance with Generally Accepted Accounting Procedures (GAAP).

Prepares and analyzes financial models and schedules to monitor budgets and fund balance positions.

Interacts closely with all departments, State agencies to ensure up to date, accurate information is provided in regards to the budget and procurement.

Supervises the Capital Projects Analyst and recommends financing alternatives for the County's capital projects.

Supervises the payroll and grants functions.

Prepares revenue projections using various analytical tools and models, spreadsheets, yield tests, as well as information gathered from various contacts within the County and throughout the State.

Serves as technical accounting/budgetary resource for the County.

Other Duties

Acts for the Director in his/her absence.

Presents financial/budgetary information in a public forum, such as, bond rating agency presentations.

Performs related work as required.

**Knowledge, Skills, and Abilities (These are pre-employment KSA that apply only to Essential Job Functions.)**

Knowledge of--

- Accounting principles and practices as applied to accounting and fiscal reporting for public agencies.
- Budgetary experience and high degree of analytical skills.
- Administrative practices and procedures as applied to the operations of a budgetary office.

Ability to-

- Design, implement and direct the operations of the County accounting, budgetary and procurement systems.
- Analyze and produce the annual budgetary document.
- Communicate effectively orally and in writing.
- Deal effectively with the public.

**MINIMUM QUALIFICATIONS:**

**Required Qualifications (Note: Any acceptable combination of education, training and relevant experience that provides the above knowledge, abilities and skills may be substituted on a full-time year for year basis.)**

**Training and/or Education:**

Bachelor's degree in accounting.

**Experience:**

Five years of high level, professional governmental accounting/budgetary experience, which must include two years of considerable experience managing staff daily operations, customer service and policy development and implementation.

**Licenses or Certificates:**

None.

**OTHER INFORMATION:**

**Special Requirements:**

Subject to background investigation.

**Physical Demands:**

Operation of keyboard devices.

**Unusual Demands:**

Work is subject to deadlines and frequent interruptions.

**FLSA Status:** Exempt

Accommodations will be made for individuals with disabilities upon reasonable notice.

County application required.

---

Applicants are encouraged to apply online at: <http://www.co.cal.md.us/employment>

If you do not have a computer and internet capabilities available to you, there is a computer and internet access available in

the Department of Human Resources and at the branches of the Calvert County Public Library.

OUR OFFICE IS LOCATED AT:  
150 Main Street, Suite 101, County Services Plaza  
Prince Frederick, MD 20678  
410-535-1600 ext. 2401 or 2359  
Fax 410-414-5617  
[recruitment@calvertcountymd.gov](mailto:recruitment@calvertcountymd.gov)

Job #C041  
FINANCE AND BUDGET DEPUTY DIRECTOR -  
FINANCE AND BUDGET  
CI

Calvert County Government is an Equal Opportunity Employer and has an Equal Employment Opportunity Plan (EEOP). A copy of our EEOP Utilization Report is available for review upon request.

---

### Finance and Budget Deputy Director - Finance and Budget Supplemental Questionnaire

- \* 1. Do you have a relative, as defined below, who is an employee or appointed official for Calvert County Government? Qualified relative is: 1. Employee's spouse, parent, child, grandparent, grandchild, brother, sister, spouse of brother or sister, or child's spouse; and 2. Employee's spouse's parent, child, grandparent, grandchild, brother, or sister. 3. Step relationships and legal adoptions are included in the above definitions.  
 Yes    No
  
- \* 2. If you answered yes to the above question, what is their name, department, and relationship to you? (If you answered no, please type N/A.)
  
- 3. Please ensure that your education and experience listed in the application supports your answers to the supplemental questions. Do not type "see resume" in this section. This statement is for informational purposes only. Question # 3 does not require a response.
  
- \* 4. Do you have a bachelor's degree in accounting?  
 Yes    No
  
- \* 5. Do you have five years of high level, professional governmental accounting/budgetary experience?  
 Yes    No
  
- \* 6. Do you have two years of considerable experience managing staff daily operations, customer service and policy development and implementation?  
 Yes    No
  
- \* 7. Have you ever been convicted of a crime, other than a minor traffic violation?  
 Yes    No
  
- \* 8. If you answered yes to the previous question, list all such offenses and state date, place, and action taken. NOTE: A conviction will not automatically exclude you from employment. The nature of the conviction and how long ago it occurred is important. Give all of the facts so a decision can be made. If you answered no to the previous question, please enter "N/A" in this space.
  
- \* 9. Describe your education and career experience that specifically prepares you for this

position.

- \* 10. Describe your experience in developing complex budgets, specifically estimating and forecasting.
  - \* 11. Describe your experience with preparing and presenting financial presentations to management.
  - \* 12. Describe your experience with computer software, especially the Microsoft Office Suite.
  - \* 13. As a manager, describe your experience working together to accomplish a common goal through the development and implementation of high-level financial plans, policies, and procedures.
- \* Required Question