



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

IT Finance Lead (Fiscal Services Administrator II)

SALARY:	\$53,193.00 - \$85,401.00 Annually
OPENING DATE:	09/17/18
CLOSING DATE:	10/01/18 11:59 PM
DESCRIPTION:	

OPEN RECRUITMENT
Reopened - Previous applicants need not re-apply
Position Specific Recruitment

This is a position specific recruitment and is open to anyone who meets the minimum and selective qualification listed below. The resulting list of eligibles will be used to fill this MDOT TSO position or function only. You will need to reapply for any future recruitment conducted for this job classification.*

The Maryland Department of Transportation The Secretary's Office (MDOT TSO) is seeking an IT Finance Lead (Fiscal Services Administrator II). This position is within the IT Finance unit in the Office of Transportation Technology Services (OTTS) division and its essential function is to directly assist the manager of IT Finance in providing high-quality financial services for a budget that exceeds \$50 million. In addition to the OTTS office, this role must interact with all other Transportation Business Units (TBUs), their IT counterparts and MDOT TSO departments. As enterprising systems continue to grow, this role will also expand as a primary contact for managing and maintaining best practices for financial tracking and reporting. The responsibilities for this position include, but are not limited to the following:

- Preparing annual budget, financial analysis, forecast and financial reports that provide information about the results of operations and cash flows of OTTS to management in an accurate and timely manner
- Regularly communicating essential information about the status of budget and expenditures of IT projects with the project stakeholders. This includes helping them to manage and develop spending plans and review spending rates and financial forecasting results
- Planning, prioritizing and focusing on assignments, utilizing knowledge on accounting and IT business operations to get a perspective on problems and to find solutions. This includes ensuring all transactions are recorded in financial spreadsheets and reflected in the Financial Management Information System (FMIS) accurately

- Performing mid-month/month/year-end accounting closes that include: reviewing account payables, account receivables and fund transfers; performing accounts reconciliation and detailed variance analysis; and making journal entries and preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and MDOT accounting policy.

The current vacancy exists at MDOT TSO in Hanover, Maryland (Anne Arundel County).

Connecting You to Life's Opportunities

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Education: Possession of a Bachelor's degree in accounting, auditing, public or business administration, finance, economics or a related field from an accredited college or university.

Experience: Six years of experience in professional accounting, auditing, budgeting, fiscal or financial management. ****Three years of this experience must have included fiscal forecasting and budgeting.***

**This statement contains a Selective Qualification, which is more focused in scope than the minimum qualifications for this classification. Selective Qualifications are utilized when the position requires specific or additional bona fide occupational qualifications (knowledge, skill or ability).*

The ideal candidate will possess experience working as a lead assisting and educating staff on coding and allocating budget items correctly.

Consideration for employment may be based solely on the contents of your application; therefore, it is essential that you provide complete and accurate information. 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.

If you have held more than one position at the same employer, please list each position that you held and the length of time that you held each position.

Notes:

1. Applicants may substitute a Bachelor's degree from an accredited college or university with thirty credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing, for the required education. **You must submit a copy of your unofficial/official college transcript.**

2. Applicants may substitute possession of a certificate as a Certified Public

Accountant (CPA) for one year of the required experience.

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

4. 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.

LICENSES & CERTIFICATIONS:

None.

ADDITIONAL INFORMATION:

TO APPLY: You must complete a MDOT application to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION.

Selected candidates may be subject to background and reference checks.

You may download an application, or you may apply online at: www.mdot.maryland.gov/employment. If you need a paper application mailed to you, please call (410) 865-1073. Mail your application to: Recruitment and Examinations Unit, 7201 Corporate Center Drive, Hanover, MD 21076. ***Your application must be received by October 1, 2018.*** Postmarks will not be accepted. Applications sent without sufficient postage will not be accepted and will be returned. Applications sent through interoffice mail that are not received by the closing date will not be accepted. Appropriate auxiliary aids and services for qualified individuals with disability will be provided upon request. Please notify in advance. MD Relay Service Number (711). Bilingual applicants are encouraged to apply.

The Maryland Department of Transportation is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. 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.

Applicants who have education obtained outside of the U.S. will be required to provide proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services (<http://www.naces.org>) or World Education Services: International Credential Evaluation (<https://www.wes.org/>).

The incumbent in this position may be a member of a covered bargaining unit.

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.

Issue Date: 7/20/18

Re-issue date: 9/17/18

IT Finance Lead (Fiscal Services Administrator II) Supplemental Questionnaire

- * 1. Do you possess at least three (3) years of experience in fiscal forecasting and budgeting?
 Yes No

- * 2. If you answered "Yes", please provide specific details regarding your experience in fiscal forecasting and budgeting, to include where you obtained this experience. This experience must also be documented in your application. If you answered "No", please type "N/A".

- * Required Question