



**MARYLAND DEPARTMENT OF TRANSPORTATION**  
invites applications for the position of:

## **Senior Financial Analyst (Fiscal Services Administrator III)**

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**SALARY:**

\$59,914.00 -  
\$96,197.00  
Annually

**OPENING DATE:**

08/05/19

**CLOSING DATE:**

08/19/19 11:59 PM

**DESCRIPTION:**

**RE-OPENED RECRUITMENT**

**(If you have already applied to this recruitment, you do not need to submit a new application.)**

**Executive Service**

**(This position serves at the pleasure of the Appointing Authority.)**

The Maryland Department of Transportation The Secretary's Office (MDOT TSO) is seeking a Senior Financial Analyst (Fiscal Services Administrator III). Within the MDOT Office of Finance, the selected candidate will apply advanced-level knowledge and experience to variety of complex fiscal management activities, including those related to financial planning, analysis, reporting and forecasting. Key responsibilities include those related to:

- Analyzing, reviewing and summarizing various tax and fee revenue documents and reports to determine Transportation Trust Fund (TTF) revenues and prepare monthly revenue distribution schedules and reports;
- Analyzing accounting system data and reports to determine actual revenues, disbursements and fund balances for the TTF;
- Creating, maintaining and updating complex spreadsheets containing revenue and expenditure data to support financial tracking and forecasting models, assess unusual patterns, determine necessary adjustments, etc.;
- Preparing and developing revenue, expenditure and fund balance statements to be included with MDOT's annual budget submission;
- Quantifying the fiscal impacts of policy changes and proposed legislation;
- Overseeing the fiscal note process for MDOT, including reviewing and analyzing estimates of the potential fiscal impact of legislation and coordinating timely submission.

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

**\*Connecting You to Life's Opportunities\***

**QUALIFICATIONS:**

**PREFERRED QUALIFICATIONS:**

**Education:** A Bachelor's degree in Accounting, Finance, Public or Business Administration, Economics or a related field from an accredited college or university.

**Experience:** Seven (7) years of experience in professional accounting, budgeting, fiscal or financial management. **Four (4) years of this experience must have included analyzing revenue data to develop complex financial tracking/forecasting models.**

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**The ideal candidate will have a Master's degree in Business Administration or Finance and/or a Certified Public Accountant (CPA) certificate, as well as advanced skill in using Excel to develop and analyze financial data/documents.**

**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 for which you are applying. 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 (30) credit hours in Accounting and related courses for the required education.
2. Applicants may substitute possession of a CPA certificate 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 *Preferred Qualifications* may be substituted for the required experience on a year-for-year basis.

**LICENSES & CERTIFICATIONS:**

None

**ADDITIONAL INFORMATION:**

**TO APPLY:** You must complete an MDOT employment application (DTS-1) 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 apply online or download an application: [www.mdot.maryland.gov/employment](http://www.mdot.maryland.gov/employment). If you need a paper application mailed to you, please call 410-865-1073. Mail your application to: MDOT Recruitment & Examinations Unit, 7201 Corporate Center Drive, Hanover, MD 21076. **Your application must be received by the MDOT Recruitment & Examinations Unit by August 19, 2019. 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.

All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Please also note that the Maryland Department of Transportation is *not* sponsoring new employees in application of the H-1B Visa due to budgetary constraints. Federal regulations prohibit H-1B 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. must, at the time of application, submit proof of the equivalent U.S. education** as determined by a foreign credential evaluation service, such as World Education Services ([www.wes.org](http://www.wes.org)) or member organizations of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)).

***The incumbent in this position will not 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.

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**Issue Date: 5/2/19**

**Reissue Date: 8/5/19**