



**CALVERT
COUNTY**
Maryland



Budget Deputy Director

Salary range is \$75,730.00-\$99,263.00 annually
Salary is negotiable depending on qualifications
Closing date: Oct. 23, 2019

The Calvert County Department of Finance and Budget is seeking a talented, energetic and motivated professional to join its team. This position serves as the Deputy Director for the Budget function of the Department of Finance and Budget. Performs technical analysis and financial management work in directing the budgetary, grant analysis and recordation and payroll 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.

The ideal candidate will have experience in designing and implementing complex budgetary documents, along with an understanding of Grants and payroll accounting. Must be able to become part of a strong team.

TRAINING AND/OR EDUCATION

Bachelor's degree in accounting or related field.

EXPERIENCE

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

SPECIAL REQUIREMENTS

Calvert County job application must be completed. The application and class specification can be found at: www.calvertcountymd.gov/employment.

To apply, please visit the Calvert County Government Department of Human Resources website at
www.calvertcountymd.gov/employment

Calvert County At a Glance

Population
Approx. 92,000

County Seat
Prince Frederick

Land area
213 square miles

Shoreline
143 miles

**Average Annual
Precipitation**
43 inches

**Average Summer
Temperature**
75 degrees F

**Average Winter
Temperature**
36 degrees F



ABOUT US

Established in 1654, Calvert County is one of the oldest counties in the United States and is Maryland's smallest county. It has one of the highest standards of living in the state. There are more than 5,200 businesses in the county and major industries include defense contracting, information technology, tourism, energy, advanced manufacturing and administrative services.

Calvert County is a peninsula, bounded by the Chesapeake Bay on the east and the Patuxent River on the west. Steep cliffs and woods predominate on the bay side while along the Patuxent, rolling fields slip gently down to the river. The county's many creeks provide refuge for wildlife as well as scenic areas for boating and fishing. The county is nine miles wide at its widest point and 35 miles from north to south.

GOVERNMENT AND ORGANIZATION

The county is governed by a board of five commissioners elected to four-year terms. A county administrator directs and oversees the implementation of the board's policies to all county departments.

There are two incorporated towns in Calvert County: North Beach and Chesapeake Beach. The county's seven town centers are, from north to south, Dunkirk, Owings, Huntingtown, Prince Frederick, St. Leonard, Lusby and Solomons.

FINANCE AND BUDGET

Provide County management with accurate fiscal information to make informed decisions, maintain a standard of excellence in financial reporting and budgeting, safeguard assets, and add value to accounting data through financial analysis. Includes budget, general accounting and auditing, procurement, payroll, accounts payable, tax and utility billing, capital projects, grants coordination, debt management and oversight of county funds and investments.

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