



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Deputy Director - Office of Finance (Fiscal Services Administrator VI)

SALARY:	\$72,812.00 - \$116,915.00 Annually
OPENING DATE:	01/06/20
CLOSING DATE:	Continuous
DESCRIPTION:	

**Maryland Transit Administration
Fiscal Services Administrator VI
Deputy Director - Office of Finance (Deputy CFO - Accounting)
Executive Service**

Are you seeking a job where your work is rewarding and provides excellent benefits? The Maryland Transit Administration (MTA) invites you to apply today to be considered for a position that provides customer service to the citizens of Maryland every day. The MTA is one of the largest transit systems in the United States and is seeking dynamic and energetic individuals to join the MTA team.

This position serves as the Deputy Director – Office of Finance (Deputy CFO- Accounting) of the Maryland Department of Transportation Maryland Transit Administration (MDOT MTA). The Deputy CFO – Accounting reports directly to the Chief Financial Officer (CFO) to provide oversight and guidance on accounting and payroll operations activities under the Office of Finance.

The MDOT MTA is seeking a Deputy Director of Finance who has demonstrated progressive leadership success in the areas of accounting and finance to include managerial oversight of complex financial operations. This position will directly oversee managers of general accounting and accounts payable, payroll, grant accounting and fixed assets. This position also serves as a member of the MTA Pension Plan Board and is responsible for various pension administration functions. Specific job duties include but are not limited to:

- Provides direct supervision and consistent interpretation of compliance with statutory and generally acceptable accounting principles (GAAP) for financial reporting.
- Ensures timely and accurate preparation of the MTA's monthly and year end close process supporting both internal and external reporting (CAFR and Pension Plan reporting).
- Oversees the full payroll operations including weekly payroll for approximately 2,700 union employees with a weekly payroll of over \$3.0M and monthly pensioners payroll of over \$3.0M
- Oversees MTA grant accounting function and compliance with Federal and State requirements.
- Oversees accounting for fixed assets of over \$7.0B including annual physical Inventories.
- Manages the actuarial services contract for pension services and actuarial valuations.
- Serves as a member of the MTA Pension Plan Board.
- Assists in pension administration functions including accounting for employee contributions and employer contributions to the Plan and COLA adjustments as required under the Plan.
- Develops and implements standard operating procedures as required in the area of accounting.

- Manages work allocation, training, problem resolution, goal setting, projects and employee development.
- Represents Finance in MDOT MTA agency wide projects and initiatives.

This position is located in Baltimore City, Maryland.

QUALIFICATIONS:

Preferred Qualifications:

Education: Bachelor's or Master's degree in Accounting.

Experience: 8-10 years of progressive management in accounting operations, ideally of large-scale operations including 5 years in a supervisory capacity.

Licensing: Certified Public Accountant (CPA) ideal.

Other: Excellent communication and leadership skills

SUBSTITUTION

Candidates may substitute U.S. Armed Forces military service experience involving staff work related to the administration of rules, regulations, policies, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant on a year-for-year basis for the required education and experience.

ADDITIONAL INFORMATION:

TO APPLY

You must complete a Maryland Department of Transportation (MDOT) application (Form DTS-1) to be considered for this recruitment. Resumes may not be substituted for the application. Since the examination for this recruitment may be an evaluation and rating of the information you provide on your application, it is essential that the application is filled out **completely** and **accurately**, listing all relevant experience in detail and addressing the specific requirements shown above. 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 within MDOT, one of the modal administrations, or the Authority.

NOTE: If you submit your application online you must attach your complete driving record, or your application will not be considered for this position. **Applications not completely filled out will not be considered.** The selected candidate will be subject to background and reference checks. Employees are subject to the State Substance Abuse Policy to include possible drug testing.

It is highly recommended that applications be completed and submitted online by registering at www.mdot.maryland.gov/employment. Make sure you meet the minimum and selective qualifications and follow the instructions on MDOT's Online Employment Center website.

Applicants not applying online may obtain a DTS-1 Application form by calling (410) 767-3860 and mail to: MTA Office of Human Resources, 6 Saint Paul Street, 5th Floor, Baltimore, MD 21202. Applicants may also submit their application directly to the Office of Human Resources.

Applicants with degrees granted outside of the United States will be required to provide a written evaluation of education documentation by a credentialing organization such as: World Education Services: International Credential Evaluation (WES), <https://www.wes.org/>.

MTA 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 or any other protected status.

Reasonable accommodations for persons with disabilities will be provided as requested.

The Maryland Department of Transportation Maryland Transit Administration is not sponsoring new employees in application of the H-1B Visa or providing an extension of an existing H-1B 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.

Issued Date 1/6/20

TTY call 711

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The MTA is an Equal Opportunity Employer