



THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING
COMMISSION

invites applications for the position of:

Corporate Budget Director (10626, Grade 38)

An Equal Opportunity Employer

SALARY: \$107,141.00 - \$189,756.00 Annually

OPENING DATE: 01/27/23

CLOSING DATE: 03/13/23 11:59 PM

DESCRIPTION:

The Maryland-National Capital Park and Planning Commission, Department of Human Resources and Management, has an exceptional career opportunity for a **Corporate Budget Director**.

This executive-level position reports directly to the Executive Director, and is responsible for creation of the budget and associated financial reports for an agency with almost \$640 million in General Fund budget for FY 2023; The Commission's current adopted budget can be viewed [here](#). M-NCPPC has been the recipient of multiple Distinguished Budget Presentation Awards from the Government Finance Officers Association (GFOA).

The Corporate Budget Director also leads the Corporate Budget Division, which provides agency-wide budgetary planning, analyses, and reporting. The Division oversees the Commission's budget preparation process, and provides strategic information, central budget coordination, and fiscal planning for the agency.

Founded in 1927, The Maryland-National Capital Park and Planning Commission (M-NCPPC) is a nationally recognized leader in land use planning, parks, and recreation achieving countless awards for innovation, stewardship, and exemplary vision for enhancing the lives of current and future generations. The agency, which is chartered by the State of Maryland, has geographic authority in the Montgomery County and Prince George's County region, which are the two Maryland counties surrounding Washington, DC. The agency improves the well-being of over 2 million residents and countless visitors within this region. Learn more about us at – <https://mncppc.org/>.

EXAMPLES OF IMPORTANT DUTIES:

- Manages the Corporate Budget Division, including the full range of supervisory responsibilities.
- Ensures the effective preparation and presentation of the Commission's operating budget documents.
- Conducts budget and fiscal impact studies and other special management studies.
- Prepares compensation cost scenarios for collective bargaining purposes and provides related support to the Commission's collective bargaining management team.
- Reviews monthly budget account statements for expenditure trends.
- Conducts expenditure reviews of operating departments' budgets in conjunction with the Finance Department.
- Attends meetings, hearings and work sessions; serves as focal point for senior managers regarding budget-related issues.

- Interprets budget data and trends in fund activity, participates in expenditure reviews, prepares statistical data or charts, and leads budget work sessions with Commission staff and with Montgomery County and Prince George's County government staff.
- Monitors Commission expenditures for compliance with budget. Ensures budget close-out.
- Provides Commission-wide interdepartmental support to Executive Director.
- Communicates and interacts effectively with business contacts including managers and staff throughout the Commission, members of the Executive Committee and various advisory groups, Commissioners and, at times, key elected or appointed officials or staff of Montgomery and Prince George's County.
- Utilize advanced computer skills, including enterprise resource planning system tools and budgeting/modeling software to create budget documents and to make technology procurement recommendations.

MINIMUM QUALIFICATIONS:

1. A Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration or any related field.
2. Eight (8) years of progressively responsible experience that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total twelve (12) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive

SUPPLEMENTAL INFORMATION:

Classification Specification: Corporate Budget Director (1286)

A criminal background investigation will be completed prior to hire.

Person(s) hired for this position must provide proof of being fully vaccinated for COVID-19 (with limited religious or medical exceptions).

The Maryland-National Capital Park and Planning Commission (M-NCPPC) is an Equal Opportunity Employer. We celebrate a workplace culture of diversity, equity and inclusion without discrimination or harassment on the basis of race, color, religion, sex, age, national origin, sexual orientation, marital status, disability, genetic information, gender identity, or any other non-merit factor.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.mncppc.org/jobs>

Job #10626
CORPORATE BUDGET DIRECTOR (10626, GRADE 38)
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OUR OFFICE IS LOCATED AT:

7833 Walker Drive

Suite 425

Greenbelt, MD 20770

301-454-1411

RecruitandSelect@mncppc.org

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Corporate Budget Director (10626, Grade 38) Supplemental Questionnaire

- * 1. Do you possess a bachelor's degree in Finance, Accounting, Business Administration, Public Administration or any related field?
 Yes No

- * 2. Do you have at least eight (8) years of progressively responsible experience that includes substantive work in the range of duties and responsibilities in this class specification?
 Yes No

- * 3. If you responded "No" to Questions #1 and/or #2 above, do you have at an equivalent combination of education and experience which together total at least twelve (12) years?
 Yes
 No
 Not Applicable

- * 4. Do you possess a valid driver's license in accordance with both State and Commission rules and regulations? Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles.

- * Required Question