THIS IS A NON-CIVIL SERVICE POSITION

Position: Finance Associate Director
Reports to: Director of the Mayor's Office of Neighborhood Safety and Engagement

Job Summary

The Baltimore City Mayor's Office of Neighborhood Safety and Engagement is seeking a dynamic and experienced professional to function as the agency's financial expert. A successful applicant will be comfortable managing all aspects of the agency's financial activities including the development, control, and management of the agency's multi-million budget. In addition, successful applicants will also be familiar with grants and grant management.

Key Responsibilities

Fiscal Administration

- Direct the development and preparation of the agency's budget.
- Direct the development, installation and maintenance of financial controls and procedures.
- Exercise control over agency expenditures and direct the preparation of expenditure status reports for use in program administration, planning, budgeting and evaluation.
- Apprise agency director of budget status and partner with agency director to justify and contextualize the agency budget to appropriate City agencies.
- Oversee timely review and payment of invoices and oversee all agency-specific procurement activities.

Grants and Contracts Administration, Development, and Compliance

- Provide oversight and guidance on grant development and grant and contracts administration, including grant writing.
- Review financial aspects of provider proposals, auditing grantees and accounts for distribution of funds.
- Oversee distribution of federal and state grant funds to a minimum of 70 local providers, including funds for capital improvements.

Community Capacity-Building Resource Coordination

- Develop reference materials on budget and grant processes for community-based organizations.
- Develop systems to support funding community-based organizations.
- Develop systems to provide technical assistance to community-based organizations.
- Support development of partnerships aimed at funding community-based organizations.

Qualifications/Skills

- Bachelor's degree from an accredited college or university; and four years of experience in performing budgetary, fiscal, accounting or grant work
- One year of related supervisory responsibilities; ability to assign and review the work of others
- Knowledge of fiscal and budgetary principles and practices

- Knowledge of the principles and practices of grant administration
- Excellent analytical and problem-solving skills ability to establish and maintain effective working relationships with associates, officials and others
- Knowledge and experience with managing federal grants is preferred.
- CPA attainment preferred.

To Apply

Qualified professionals should submit a resume and letter of interest addressing experience relevant to this position to the City's online recruitment system at: http://agency.governmentjobs.com/baltimorecity/default.htm. Applications will be accepted on a continuous basis until filled.

This is a **full time non-civil service position,** with a competitive total compensation package. Those considered for employment must authorize release of a criminal background check from the Maryland State Police and a drug and alcohol test.

Baltimore City is an Equal Opportunity Employer