



CITY OF BALTIMORE
Department of Human Resources
7 E. Redwood Street, 16th Floor
Baltimore, MD 21202
(410) 396-3860 711(TTY)
www.baltimorecity.gov

**INVITES APPLICATIONS FOR THE POSITION OF:
Fiscal Officer - Office of Equity & Civil Rights**

An Equal Opportunity Employer

SALARY: Depends on Qualifications

OPENING DATE: 11/22/22

CLOSING DATE: Open until filled

CLASS DESCRIPTION:

THIS IS A NON-CIVIL SERVICE POSITION

Agency: **OFFICE OF EQUITY & CIVIL RIGHTS**

Title: **Fiscal Officer**

The Office of Equity and Civil Rights is a city agency devoted to advancing equity and upholding the federal and local civil rights laws, the local living and prevailing wage laws ensuring access and equal opportunities for persons with disabilities, and providing oversight of local law enforcement. The mission of the Office of Equity and Civil Rights is to carry out activities to eliminate inequity, inequality, and discrimination. The Office of Equity and Civil Rights consists of the Police Accountability Division, the Community Relations Commission, the Mayor's Commission on Disabilities, the Wage Commission, the Equity Office, and the Women's Commission.

Essential Duties and Responsibilities (not inclusive)

- Fiscal Officer will handle all the budget needs and the expenditure of the agency.
- Fiscal officer will also make sure the agency does not have any deficit. The Fiscal Officer is responsible for day to day purchasing, handling invoices, and managing grants from time to time.
- Oversee and lead OECR annual budgeting and planning process in conjunction with senior leadership: administer and review all financial plans and budget; monitor progress and changes and keep senior leadership team abreast of organization's financial status.
- Provide effective management of the on-going, agency-wide budget. Prepares

Purchasing requisitions and receipts via Workday.

- Pay and maintain agency invoices, bills, and manage expenditure accounts. Executes high priority Financial needs of the office, which consists of six divisions.
- Provide written and verbal communication to the agency and beyond regarding the expenditure to assure the agency does not have any deficit.
- Represent the agency along with the Director when called upon, before the city's Board of Estimates and the City Council, on behalf of the Agency Director and/or matters including, but not limited to: budget submissions and spending authority requests; and, other financial matters.
- Engage and communicate with the Director regarding strategic recommendations for spending, grants and fund which impact the organization to assure that they are timely, accurately and adequately informed for decision making purposes.
- Recommend and initiate grant proposal and manage American Rescue Plan Funding grants and any other grants with local, state and Federal entities.
- Serve as the point of contact with external auditors, respond to any audit finding, and implement changes to improve processes as needed. Makes recommendations to Director and Chief of Staff for major purchases

KNOWLEDGES, SKILLS AND ABILITIES

- Ability to speak and write effectively.
- Ability to establish and maintain effective working relationships with staff, business groups associates, officials and other City employees.
- Ability to adapt and apply the concepts and techniques of financial analysis to the needs of specific projects.
- Ability to prepare and present reports or recommendations clearly and concisely.
- Proficient with Federal, state and local grant compliance and reporting requirements.
- Ability to prioritize and handle multiple task
- Must be computer literate and familiar with word processing, spreadsheet, and database applications (i.e., MS Word, Excel, Access, etc.)
- Knowledge of standard office management methods.
- Ability to maintain confidentiality of sensitive information.

EDUCATION AND EXPERIENCE REQUIREMENTS

A Bachelor's degree in accounting, business, finance, or other related field from an accredited college or university; Plus, minimum of 3 years of experience overseeing all finance functions, grants management.

?LICENSES, REGISTRATIONS AND CERTIFICATES

Not Applicable.

This is a full-time, non-civil service position with a comprehensive benefits package. Those considered for employment must authorize release of a criminal background investigation.

Financial Disclosure: Under Sections 7-7, 7-8, and 7-9 of the Ethics Law outlines the City officials and employees who are required to file. Each year, the Ethics Board, in collaboration with City agencies and the Department of Human Resources, identifies required filers based on the Ethics Law's criteria.

These positions typically include:

As a general matter, the following public servants must file financial disclosure statements:

- Officials and many non-clerical employees of City agencies and instrumentalities (§§ 7-7 and 7-8);?
 - *"Non-clerical" means any compensated public servant who is not employed solely in a secretarial, clerical, or custodial capacity.*
- Members of most City boards and commissions (§§ 7-7 and 7-8);?
- Individuals filling procurement, enforcement, and legislative liaison functions (§ 7-9);
- Individuals vacating any of these positions (§ 7-11).
- Individuals filling a vacancy in any of these positions (§ 7-12).
- Candidates for qualifying elected positions (§ 7-13).
- Designees of the Mayor and of the City Council President (§ 7-14).?

To Apply: (Job open until filled)

Interested candidates should submit a cover letter and resume, to Khadeja Farahmand, Chief of Staff via email to Khadeja.Farahmand@baltimorecity.gov. Please include "Fiscal Officer" in the subject line.

Baltimore City is an Equal Opportunity Employer

SELECTION PROCESS:

MINIMUM QUALIFICATIONS:

SUPPLEMENTAL INFORMATION:

APPLICATIONS MUST BE FILED ONLINE AT:

7 E. Redwood Street
16th Floor
Baltimore, MD 21202
410 396-3860
711 (TTY)

pat.williams@baltimorecity.gov

Position #08036NCS
FISCAL OFFICER - OFFICE OF EQUITY & CIVIL RIGHTS
JADE GLENN