



Larry Hogan | Governor
Boyd Rutherford | Lt. Governor
Kelly M. Schulz | Secretary of Commerce
Benjamin H. Wu | Deputy Secretary of Commerce

**FISCAL OFFICER
ACCOUNTANT ADVANCED
(SKILLED SERVICE)
SALARY: \$44,017 - \$70,265**

**MARYLAND DEPARTMENT OF COMMERCE
DIVISION OF TOURISM, FILM, AND THE ARTS – MARYLAND STATE ARTS COUNCIL**

The Maryland Department of Commerce is seeking qualified applicants for the position of Fiscal Officer within the Division of Tourism, Film, and the Arts' Maryland State Arts Council (MSAC). The Fiscal Officer is responsible for budgetary and administrative operations for MSAC. Duties include: preparation and monitoring of MSAC's operating budget; compiling data for presentation to the agency Executive Director, Departmental Budget Analysts and Officers, and the Council; monitoring all expenditures and receipts; recommending adjustments in the budget; conducting the annual fiscal year close-out; and providing information to auditors. Incumbent is also responsible for monitoring and reporting on annual partnership application(s) to the National Endowment for the Arts; overseeing the agency's grant payment process; and managing administrative functions including all procurement contracts, facility management, inventory, requisitions, expenditures, and documentation of agency administrative and fiscal procedures. This position also supervises an administrative specialist. The selected employee will possess excellent interpersonal, written, and oral communication skills; strong analytical and organizational skills; proficiency with Microsoft Office (Word, Excel, Access, and PowerPoint), Google Mail and/or other relevant software; in addition to being able to effectively present information, explain policy and complete concurrent and high priority tasks. The incumbent will also possess knowledge of governmental accounting principles as well as fiscal control reporting policies and procedures.

Location of Position: 175 W. Ostend St, Ste E, Baltimore, MD 21230

Candidates must possess a Bachelor's degree in Accounting from an accredited college or university, including or supplemented by three credit hours in auditing AND Three (3) years of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles. **Notes:** 1. Candidates may substitute a Bachelor's degree from an accredited college or university with thirty credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing for the required education. 2. Applicants who have met the requirements for admission to the CPA examination prior to July 1, 1974 will be considered to have met the educational requirement. 3. Possession of a certificate as a Certified Public Accountant or a master's degree in accounting from an accredited college or university may be substituted for one year of the required experience. 4. Applicants may substitute one year of professional auditing experience for one year of the required experience. 5. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in the Accounting Officer classification or Financial Management specialty codes in the Accounting field of work on a year for year basis for the required experience and education. **Preferred Qualifications:** Two (2) years of budget preparation and monitoring experience. Related governmental or public accounting experience including fiscal control reporting. Experience with the State's Financial Management and Information System (FMIS). One (1) year of supervisory experience. Two (2) years of professional MS Excel experience. Experience with grants payment processing.

It is **highly preferred** that you apply online at <http://commerce.maryland.gov/careers> - review the **Career Openings** section. **Please attach a resume to your online application.** If you are unable to apply online, please submit a resume to:

MARYLAND DEPARTMENT OF COMMERCE – OFFICE OF HUMAN RESOURCES
ATTN: MSAC Fiscal Officer
World Trade Center – 401 East Pratt Street – 10th Floor, Baltimore, Maryland 21202
No later than: **Monday, May 20, 2019 – 5:00 PM**

An E-Verify and Equal Opportunity Employer

TTY#: 1-800-735-2258