

Circuit Court for Baltimore City Contractual Senior Budget Management Analyst

The Circuit Court for Baltimore City is seeking a Contractual Senior Budget Management Analyst to manage the Finance Office. The incumbent will report to the Court Administrator.

ESSENTIAL FUNCTIONS:

- Leads and participates in performing budgetary, planning, programming, and management analysis projects,
- Develops and monitors systems and procedures necessary for the administration of Federal and State grants,
- Monitors and reconciles quarterly and year-end State and City reports for Family, Child Support, Adult Drug Court, Juvenile, Civil ADR, Court Medical, Community Services, Security, etc. grants,
- Reviews monthly, quarterly, and annual status reports and financial reports for accuracy and investigates any discrepancies,
- Analyzes and assesses financial resources required to implement programs, projects, and procurement items and/or products,
- Makes recommendations to reallocate funding sources or reduce expenditures,
- Reviews and manages purchases of supplies and equipment,
- Prepares receipt deposits; and reconciles expense reports and general ledger,
- Governs contracts for current and new initiatives for Circuit Court programs,
- Provides technical assistance to Finance Unit and Circuit Court staff regarding grant budget management issues and prepares annual fiscal budget,
- Reviews collection letters, corresponding payment plans, and payments related to grant-funded programs.
- Manages travel requests, hotel reservations, registrations, transportation, and reconciliation of travel expenses,
- Examines work performed for completeness, accuracy, and adherence to procedural requirements and proper authorization,
- Represents the Circuit Court at budgetary meetings and hearings,
- Performs other duties as assigned under the class specification,

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of governmental budgeting methods, and the operational relationships between the budgeting, accounting, and data processing in government and of management in general,
- Considerable knowledge of the regulations, rules, and procedures of grant and aid applications; ability to interpret grants and aid regulations; and to prepare acceptable forms,
- Ability to analyze complex administrative problems and make sound policy and procedure recommendations as to their solution,
- Ability to develop, implement, and maintain a highly complex reporting system for budgetary or other management purposes,
- Ability to lead and participate in the collection, analysis, and presentation of management information as it relates to fiscal and management planning,
- Ability to appear before Judges, staff, City government, and public officials; and speak clearly and concisely in eliciting support for budget requests,
- Ability to write and edit management and analytical narrative reports and budget materials,
- Ability to perform accounting functions within an automated system,
- Familiarity with word processing and spreadsheet programs,
- Analytical skills and attention to detail,
- Knowledge of the court's procurement system,
- Ability to work independently.
- Ability to exercise a high degree of judgment, tact, diplomacy and competence when dealing with the Judiciary, public officials, professional personnel, members of the Bar, litigants, and the general public,

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's Degree in accounting, finance, public, or business administration with major course work in accounting, public/business administration, economics, finance, or a closely related field, plus three to five (3-5) years of experience at a professional level is required. Experience developing budget projections and justifications to support budgetary recommendations; analyzing fiscal issues; making recommendations to resolve issues; and participating in strategic budgetary planning is a plus. Experience and knowledge of the operations of the Maryland court system are preferred. Ability to interact professionally with judges, attorneys, public officials, and colleagues.

COMPENSATION:

This is a full-time contractual position for six (6) to twelve (12) months with **NO BENEFITS**. The schedule is Monday through Friday from 8:30 am-4:30 pm. The annual salary is \$85,000.

THIS POSITION IS OPEN UNTIL FILLED

TO APPLY:

Please submit a cover letter and resume to:

Ms. Jacqueline Hale
Human Resources Department
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
www.baltimorecity.gov
TTY 396-4930
****No phone calls please****

The applicant selected for the contractual position, will receive consideration for full-time employment should a position become available.

A Criminal Background Check and Alcohol & Drug screening will be conducted as a condition of employment.

AN EQUAL OPPORTUNITY EMPLOYER