JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Senior Budget Management Analyst

GRADE: G-24 [Budget Analyst III]

ANNUAL SALARY: **$**87,000 - $97,000 (Negotiable based upon experience)

LOCATION: Finance Unit, Circuit Court for Prince George's County, Upper Marlboro, Maryland

TYPICAL DUTIES:
The incumbent, under the supervision of the Fiscal Manager, is responsible for assisting and participating in budgetary planning, programming and management analysis projects. Analyzes and assesses financial resources required to implement programs, projects and procure items and/or products; makes recommendations to reallocate funding sources or reduce expenditures; performs fiscal tasks that involve exercising judgment and decision-making in accordance with established policies and procedures; provides technical assistance to Finance Unit and Circuit Court staff regarding grant budget management issues; reviews collection letters, corresponding payment plans and payments related to Home Study Investigations, Mental Health Evaluations, and Guardian Ad Litem programs which are funded by the Family Grant; reviews monthly, quarterly and annual status reports and financial reports for accuracy, investigating any discrepancies; reviews expenditure levels with respect to budgetary line item limits; reviews and recommends approval of routine accounting activities; and examines and checks work performed for completeness, accuracy and adherence to procedural requirements and proper authorization. Monitors and reconciles quarterly and year-end reports to the State and County for the Family Grant, Child Support Grant, Adult and Juvenile Drug Court Grants and the Family Justice Center (FJC) Grants. Serves secondary support to the Court Improvement Projects (CIP). Provides budgetary support to the Fiscal Manager by attending designated work group sessions and/or budgetary meetings/hearings. Performs other duties as assigned under the class Specification.

MINIMUM QUALIFICATION 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' experience at a professional level is required. Experience developing budget projections and justifications to support budgetary recommendations; analyzing budgetary 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 is preferred. Ability to interact professionally with judges, attorneys, public officials, and colleagues. Ability to speak Spanish is a plus. Applicants are subject to background check. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement and is available at http://princegeorgescourts.org/jobs.aspx.

CLOSING DATE: **Applications must be received by 5:00 p.m. EST on Tuesday, December 12, 2017.**

APPLY TO: Human Resources Manager, Court Administrative Office,
Room M2407, Courthouse, Upper Marlboro, MD 20772
FAX (301) 952-4447 E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

The Circuit Court for Prince George's County is an Equal Opportunity Employer committed to diversity in the workplace. This Court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability. Reasonable accommodation upon request.