

## **Circuit Court for Baltimore City Fiscal Technician**

The Circuit Court for Baltimore City is seeking a Fiscal Technician for the Court Administration office. The incumbent will report to the Court Administrator.

### **ESSENTIAL FUNCTIONS:**

- Collects and compiles budget data; assembles budget forms and records data on forms; projects and recommends budget expenditures; prepares budget program and other narrative statements; reviews budget data and prepares reports for superiors,
- Monitors budget expenditures during the fiscal year to ensure compliance with budget limitations; collects data on expenditures, projects budget expenditure trends and deficits; makes recommendations to eliminate deficits,
- Orders office supplies from the City Warehouse and vendors for agency officials and staff; conducts an annual inventory of agency office supplies and related materials,
- Allocates funding to various budget accounts,
- Compiles and types necessary data to process forms and specifications for procurement transactions,
- When requested, obtains bid proposals from vendors, and recommends the purchase of commodities and services; prepares requisitions using bid estimates,
- Prepares grant applications for funding of programs and prepares reports of grant expenditures; prepares cost analyses on new programs,
- Maintains unit production records and related files; compiles statistical reports as required,
- Plans, develops, and recommends new fiscal procedures,
- Acts as a liaison between units in a City government organization, providing guidance in the management of financial operations and assuring compliance with budgetary limitations and restraints and fiscal procedures,
- Performs complex mathematical calculations to determine salaries, adjustments, and deductions,
- Attends and participates in meetings involving such financial matters as budget expenditures, material and equipment purchases, office rentals, and energy conservation,
- May reconcile and maintain payroll files, records, ledgers, and journals,

- Reviews verify and approves purchase orders, requisitions, personnel action requests, and other forms for sufficient funding,
- Prepares correspondence and financial reports,
- Performs office work including filing, typing, and record maintenance,
- Performs related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles and techniques of budgetary and fiscal analysis.
- Knowledge of standard payroll practices, systems, terminology, and procedures,
- Skill in performing complex mathematical calculations with speed and accuracy,
- Ability to compile, collect, assemble and verify budgetary data,
- Ability to prepare, control, maintain and reconcile complex records and to compile and prepare statistical reports,
- Ability to appear before Judges, Court Administrator, City government, and public officials, and speak clearly and concisely in eliciting support for budget requests,
- Ability to prepare reports on budgetary expenditures,
- Ability to develop and recommend fiscal procedures,
- Ability to perform accounting functions within an automated system,
- Familiarity with Microsoft Office Suite, with extensive knowledge of Excel,
- Analytical skills and attention to detail,
- Knowledge of the City of Baltimore's procurement policies,
- Ability to work independently and effectively in a production environment under strict deadlines,
- 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 from an accredited college or university and two years of experience performing budgetary, fiscal, or accounting work. Experience and knowledge of Baltimore City's City Buy purchasing system and purchase card practices are preferred. Be able to interact professionally with judges, attorneys, public officials, and colleagues.

**COMPENSATION:**

This is a full-time position with benefits. The starting salary is \$65,159.

**TO APPLY:**

This position is open until filled. 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](http://www.baltimorecity.gov)  
TTY 396-4930  
**\*\*No phone calls please\*\***

**A Criminal Background Check will be conducted as a condition of employment.**

***AN EQUAL OPPORTUNITY EMPLOYER***