Analyst - Financial
Baltimore City Public Schools
200 E. North Avenue
Baltimore, MD 21202

Performs variety of technical and analytical duties in the areas of accounting and budget requiring the application of financial and analytical principles of governmental accounting, cost accounting, project accounting, and budgetary control. Performs accounting, complex budgetary analysis, fiscal research and related work for administrative and school based budgets. Works closely schools and departments to assist in development and management budgets. Monitors compliance with standards and regulatory requirements.

Essential Functions

- Assists with developing, recommending, and interpreting the application of financial and budgetary policies, regulations, and procedures.
- Coordinates and assists Baltimore City Public Schools personnel with management plans for specific budget and expenditure allocations.
- Prepares budgets, monitors budgeted revenue/expenditures to actual revenue/expenditures and prepares budget amendments as required.
- Audits and analyzes accounts and prepares reports on various phases of fiscal activities by compiling, computing, and comparing figures of various accounts.
- Plans and performs a variety of budget/expenditure projections and fiscal simulations, analyses and calculations. Conducts special cost studies and analyses.
- Initiates, completes, evaluates and validates a variety of State, local and federal reports and financial statements.
- Prepares journal entries along with supporting documentation.
- Analyzes financial and budgetary statements; identifies trends and concerns with recommended solutions.
- Analyzes and evaluates existing manual and automated financial system design, computer-generated financial reports and other automated programs integrated with the primary financial system for redesign, modification, and/or modernization.
- Prepares special financial reports and statistical analyses as directed including cash flow, legality of expenditures and budget procedures.
- Develops and maintains comprehensive statistical data and prepares periodic budgetary reports and statements.
- Functions as a financial manager/advisor for Baltimore City Public Schools departments.
- Prepares and delivers detailed written and oral reports and presentations, including graphics as appropriate.
- Monitors compliance with legislation and other legal requirements throughout the budget cycle.
• Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

**Maximum Salary $87,099.00**  
**Minimum Salary $75,486.00**

**Desired Qualifications**

- Bachelor’s degree in accounting, finance, business administration or related field  
- Four years experience in accounting, budgeting and/or financial management. Specific experience using Oracle Financials which demonstrates a thorough knowledge of Oracle General Ledger, Accounts Receivable and Fixed Assets preferred  
- Additional graduate level education may be substituted on a year for year basis for up to two years of the experience requirement.  
- CPA preferred  
- Thorough knowledge of accounting and routine auditing practices and procedures  
- Knowledge of current business practices, procedures, theory and analysis techniques  
- Knowledge of funding and cost accounting system at Baltimore City Public Schools or comparable school system  
- Thorough knowledge of financial and budget analysis  
- Effective verbal and written communication and presentation skills  
- Ability to prepare clear, concise and comprehensive reports and recommendations and to express accounting and budgeting principles and concepts to non-financial managers  
- Ability to use statistical concepts and methods and to mathematically analyze expenditure patterns, forecast revenues, cost out various types of proposals, and analyze computer reports for potential problems.  
- Ability to establish and maintain effective working relationships with Baltimore City Public Schools personnel and external agencies  
- Proficient in the use of technical computer applications, including Microsoft Office Professional Suite, particularly Excel and Access  
- Ability to manage accounting data analyses and reporting using specialized computer applications for financial management such as Oracle

**Full time**  
**Additional Details**

**Qualified candidates for the above position must submit the following:**

- Completed online application  
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.  
- Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number

All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application

All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

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This position is not affiliated with any bargaining unit.

This position is affiliated with the City Retirement Plan.

Administrator - Procurement Contracts
District Office
Baltimore City Public Schools
200 E. North Avenue
Baltimore, MD 21202

District Office - Position - Finance

Provides guidance and technical expertise in management and monitoring of major contracts released by the Baltimore City Public Schools (City Schools). Oversees progress of selected large complex contracts from both a schedule and cost standpoint. May supervise the work of contracting or procurement professionals as assigned.

Essential Functions

- Provides monthly and ad-hoc reports on all City School contracts.
- Collaborates with district staff to review, edit, and finalize Board letters and meeting and committee agendas.
- Participates in various district workgroups and represents the Procurement department during special work sessions.
• Prepares, negotiates, and finalizes all contractual agreements for the Procurement department including Professional Service Agreements, Memorandums of Understanding, Leases, and other agreements.
• Provides departmental audit support including research, reporting, and responses.
• Develops compliance processes and procedures in accordance with City, State, Federal policies, and laws including District regulations and policies.
• Post solicitations and contract awards in accordance with State law.
• Responsible for reviewing and resolving MPIA request.
• Maintains all contract files and records for the Procurement department.
• Prepares and presents assessment of regulatory compliance regarding procurement/contract documentation and justification submitted by departments for review and approval by the management.
• Develops specifications, reviews complex solicitations, and prepares specialized and/or non-routine Request for Proposals (RFP), bid and contract modifications. Coordinates activities with Legal Counsel and the end user.
• Leads negotiation teams on complex contractual issues and ensures best allowable price is achieved for City Schools.
• Compiles and analyzes data and historical information. Analyzes significant and/or unique contract requirements, special provisions, terms, and conditions to ensure compliance with laws, regulations, City Schools’ policies and procedures.
• Examines estimates of materials, equipment services, production costs, performance requirements, and delivery schedules of large complex contracts to assure accuracy and completeness. Monitors the life cycle of departmental contracts.
• Conducts site visits as determined appropriate to monitor contractor activity and adherence to performance standards. Facilitates contractor accountability for delays, cost overruns, and timeliness of services or deliverables. Assists in the resolution of contract disputes.
• Prepares progress reports and advises management of contractual rights and obligations.
• Investigates and documents incidents of contract non-compliance or default and makes recommendations on sanctions, terminations, and/or appropriate courses of action.
• Assists in the identification, development, and implementation of new contract policy and processes.
• May provide guidance and instruction to procurement or contracting personnel.
• Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.
• Trains departmental staff and District staff on new laws and policies

Maximum Salary $90844.00
Minimum Salary $73418.00

Desired Qualifications
- Bachelor's degree in business, management, or related field. Degree must be from an accredited college or institution.
- Five years professional experience in procurement and contract administration to include at least one year in a lead or senior capacity, or the equivalent combination of education and experience. Contract management experience in an education environment preferred.
- Certification by the National Contract Management Association as a Certified Professional Contract Manager (CPCM), Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), or Certified Procurement Professional (CPP).
- Knowledge’s resolution and demonstrated evidence of independent judgment and creativity applied to resolution of contract issues.
- Excellent verbal and written communication skills, including the ability to draft complex contractual instruments.
- Highly proficient in Microsoft office 2007 applications, Oracle purchasing and general ledger applications Oracle business intelligence, discoverer, and Adobe, Acrobat Pro XI.
- Experience with eProcurement applications such as Arriba Oracle, etc.
- Valid non-commercial class C driver’s license.

**Full time**

**Additional Details**

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

**Benefits** -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

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Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 200 E. North Avenue, Room 208 Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.

Senior Buyer
District Office
District Office - Position - Finance
Baltimore City Public Schools
200 E. North Avenue
Baltimore, MD 21202

**All City Schools staff members are required to have been fully vaccinated against COVID-19, or to have applied for and received a medical or religious exemption from this mandate.

Performs lead and supervisory purchasing duties in connection with obtaining supplies, equipment, and services for the operation of schools and offices. Administers the procurement functions of the school system, which includes formal bidding and complex procurement methods that require a high degree of experience, knowledge, professionalism, and administration. The work involves collaboration with senior school administrators and Department heads within city schools. The position provides guidance and assistance to the purchasing staff. Individual is seen as a senior technical expert in the procurement of complex goods or services.

**Essential Functions**

- Issues all Request for Proposals (RFP) and Invitations for bid (IFB). Conducts pre-bid meetings and bid openings. Makes recommendations of award.
- Manages the lifecycle of all contracts in electronic databases (Oracle) to which they are assigned, contract amount, board approval dates, contract expiration dates, expenditures, and encumbrances, to dates, etc.
- Identifies and understands the impact contracts have on the financial implications/budget of City S.
- Serves as City Schools' representative at meetings of Council of Governments (COG) and Interagency Procurement Coordinating Committee (IPCC).
- Represents the division at all Board of Education meetings where procurement action is on the agenda.
- Chairs the RFP evaluation committee and manages the entire process from bid acceptance to contract award.
- Serves as a mediator regarding the selection of awarded bidders or issues pertaining to vendor performance. Prepares all appropriate documentation, initiates
conferences/hearings and rulings within the appeal process for City Schools. Prepares and issues decisions in consultation with legal counsel.

- Analyzes and makes recommendations pertaining to lease/purchase agreements.
- Prepares, distributes, and evaluates public bids and requests for proposals for materials and services.
- This senior level position issues and administers the larger and/or more complex commodities & services procurements for City Schools. This role is responsible for the acquisition of high-end equipment, supplies, contract, and consulting services for the district.
- Ensures all contracts and procurements are in accordance with applicable Federal, State and Local laws and Board of Education policies.
- Creates and approves all purchases over $50,000.
- Maintains all contracts, files and databases used in the procurement process.
- Maintains good working relationships with vendors, school and office personnel, local education agencies, and city and state agencies.
- Participates in various district workgroups and represents the Procurement department during special work sessions.
- Coach/advise/train other staff on new techniques and markets, etc. as appropriate. Consult on tactical issues (e.g., project planning, choice of contracting method, optimal source, term, and contract language, etc.).
- Identify/screen new sources, validate customer sole-source justifications, and furnish end users with source, price, and delivery data.
- Provides continuity of management, supervision, and leadership within Procurement Services by assuming duties and responsibilities as designated by the Director of Procurement.
- Assists in performing cost analysis and value analysis. Assists in development standards for materials and supplies. At times, acts as lead worker, and trains subordinate purchasing personnel.
- Keeps abreast of trends and technical changes in the field.
- Prepares and maintains instructions regarding purchasing systems and procedures.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

**Maximum Salary** $98954.00  
**Minimum Salary** $75272.00

**Desired Qualifications**

- Bachelor's degree in business administration or a related field. Degree must be from an accredited college or institution.
- Must possess one of the following certifications: Certified Purchasing Manager (CPM), Certified Professional Contract Manager (CPCM), Certified Professional Public Buyer
(CPPB), Certified Public Procurement Officer (CPPO), or Certified Procurement Professional (CPP).

- Minimum six years' experience in purchasing or directly related field.
- Thorough knowledge of procurement policies, procedures, state, and local regulations, writing specifications, issuing/analyzing bids, designing and reviewing contracts, mediating disputes in the best interests of the school system. Knowledge, skills, and abilities to define market trends, to evaluate large scale or unique procurement events for diverse of I commodities and services, to understand the range of brands grades qualities and supply sources.
- Excellent communication skills both written and oral. Able to collaborate with individuals at all levels within and outside the school system, as well as to serve as a trainer for procurement related issues.
- Skilled and ability to supervise assigned staff. Skilled and ability to organize plan and execute work with minimal supervision. Knowledge, skills, and abilities to evaluate purchasing reports and to use data in the decision-making process.
- Highly proficient in Microsoft suite of products especially Excel and PowerPoint.
- Expert in Oracle databases or other ERP or eCommerce applications and systems.

**Full time**

**Additional Details**

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

**Benefits** -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

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Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 200 E. North Avenue, Room 208 Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is affiliated with the City Union of Baltimore (CUB) bargaining unit.

This position is affiliated with the City Retirement Plan.

HC Specialist - Food and Nutrition Services
District Office
District Office - Position - Human Capital
200 E. North Avenue
Baltimore, MD 21202

**All City Schools staff members are required to have been fully vaccinated against COVID-19, or to have applied for and received a medical or religious exemption from this mandate.**

The Human Capital (HC) Specialist - Food and Nutrition Services will be responsible for assisting Food and Nutrition Services with full-life cycle recruitment and position management of over 700 enterprise fund positions. Position will involve revising and posting job descriptions, screening and interviewing of applicants, generation of offer letters, orientation of new employees, processing position assignments and transaction requests, analyzing payroll reports, investigating employee issues or concerns and serving as the human capital liaison for all food service employees. The HC Specialist will also be responsible for ongoing position management of enterprise fund positions by working closely with individual offices within Human Capital.

**Essential Functions**

- Performs full life-cycle recruiting and staffing related functions including, assisting food and nutrition with edits to existing job descriptions, online recruitment, direct candidate sourcing, employee referral outreach, and candidate screening in order to maximize applicant numbers, quality and yield.
- Tracks statistics and metrics for assigned vacancies and provide status reports to Food & Nutrition enterprise fund management.
- Keeps abreast of changes in City Schools' policies, procedures, negotiated agreements, school/student achievement and business function data, performance data and core human capital areas as they relate to delivering quality human capital services to all customers and increasing workforce effectiveness;
- Responds to and addresses human capital questions and concerns from customers to include but not limited to employee relations, certification, benefits, compensation, labor relations, and staffing;
- Prepares and distributes communications concerning policies and procedures to ensure staff is well informed and knowledgeable about human capital matters.
- Collects related human capital information and reviews it with specific district departments to ensure issues and concerns are addressed in a timely manner.
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Coordinates and performs a variety of routine human capital transactions and provides advice and training staff on interviewing, testing, certifying, placing, appraising, transferring, promoting, demoting and terminating activities related to employee services.
- Provides human capital metrics and analytics reports to inform Food & Nutrition, to enable fact-based decision making and staying abreast of human capital needs and staffing issues.
- Assists Food & Nutrition in analyzing relevant data regarding employee turnover and other significant levels in improving workforce excellence.
- Serves as liaison and support to Food & Nutrition staff regarding a variety of Human Capital issues that affect salary and payroll.
- Responsible for position management and annual reconciliation of all food and nutrition positions according to enterprise labor model.
- Works with the pre-employment office and hiring managers to develop comprehensive orientation and onboarding plans for new hires.
- Manages and analyzes data to create and implement sourcing strategies, processes and activities related to the identification, attraction and retention of top talent.
- Designs and implements workforce planning strategies to include data collection, analysis and reporting.
- Develops training for food service staff on areas within Human Capital.
- Provides updated reports to senior management on food and nutrition employee evaluations, training, development and retention.
- Reviews and revises food and nutrition staffing procedures to ensure compliance with relevant federal and state laws and regulations, board policy and negotiated contracts.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

**Maximum Salary $73606.00**
**Minimum Salary $58630.00**

**Desired Qualifications**

- Bachelor’s degree from an accredited college or university with coursework in human resources, education, business, public administration or related field.
- Three years of satisfactory experience in a PK-12 school setting and/or in staffing, human resources, career coaching, or similar capacity.
- Knowledge of human resource functions, strategies, policies, processes and procedures including relevant federal and state laws and regulations.
- Ability to actively anticipate and identify issues and initiate solutions.
- Skilled in organizing and prioritizing multiple tasks to meet conflicting deadlines in a fast paced environment.
• Strong interpersonal and customer service skills in dealing with client base and top management.
• Excellent verbal and written communication skills in external and internal communication.
• Proficient in the use of technical computer applications, including Microsoft Office, Excel, PowerPoint, and Word.

Full time
Additional Details

Qualified candidates for the above position must submit the following:

• Completed online application
• Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
• Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
• Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
• All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
• All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:
http://www.baltimorecityschools.org

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This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.

Accountant - Payroll
District Office
District Office - Position – Payroll
200 E. North Avenue
Baltimore, MD 21202

**All City Schools staff members are required to have been fully vaccinated against COVID-19, or to have applied for and received a medical or religious exemption from this mandate.**

Candidate will be involved in most aspects of Payroll including but not limited to payroll processing, auditing of data, uploading and exporting of earnings and deductions. Candidate will be responsible for coordinating with third party vendors to ensure incoming and outgoing files are scheduled and processed in payroll runs and remitting employee contributions as scheduled. Candidate will ensure that uploaded payroll data is accurate for special payment processing and retain supporting documentation for audit purposes. Candidate must be able to multi-task and understand how to prioritize work.

**Essential Functions**

- Assists in the bi-weekly processing of payroll, including the processing Time & Attendance data, and on demand payment processing, check printing and submission of ACH files.
- Reviews, reconciles or oversees deduction withholdings and remittance to third party vendors, such as Savings' Plan vendors, Baltimore City, Union Agencies, etc.
- Oversees setup of worker tax elections.
- Reviews payroll expenditures reports and disbursements to general and subsidiary ledgers and journals.
- Works with budget and finance staff to resolve problems or discrepancies.
- Oversees payroll reporting for wage attachments including, federal and state tax levies, bankruptcy orders, child support/family court orders, garnishments, and Consumer Protection Act requirements.
- Assists in the preparation of quarterly and year-end reporting, including W-2, W-2C, W-3,941s, tax deposits, if necessary.
- Pulls and prepares information for internal and external audits.
- Maintains frequent contact with Finance, Human Capital and ITD staff and all external vendors.
- Recommends changes in payroll policies and procedures.
- Develops departmental and school procedural documentation.
- Hosts training or webinars to train school personnel on Time & Attendance procedures.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies, and the professional standards.

**Accountabilities**

- Ensures the security and integrity of City Schools' payroll systems.
- Completes assignment on or before deliverable dates.
- Assist with savings plans and all policies and procedures for enforcement of provisions of all 403(b) and 457 savings plans.
• Meets established goals and objectives for assigned projects within designated timeframes.
• Provides professional and courteous service to all City Schools' customers, including employees at all levels.
• Supervises, mentors, and provides professional growth and development opportunities to assigned staff and school personnel.

Maximum Salary $79145.00
Minimum Salary $63788.00

Desired Qualifications

• Associates degree in accounting, business administration or related field. Bachelor's degree preferred. Degree must be from an accredited college or institution.
• Five or more years of related payroll experience.
• Fundamental Payroll Certification (FPC) status with The American Payroll Association (APA) desired.
• Experience with HRMS\Payroll applications such as Oracle, PeopleSoft or a similar ERP system.
• General understanding of GL Payroll Accounting and Auditing practices and procedures.
• Knowledge of Federal, State, and Local worker tax setup and quarterly and annual regulatory reporting requirements, wage and hour laws, including Fair Labor Standard Act, minimum wage, and child labor.
• Strong analytical skills.
• Excellent verbal and written communication skills to present Payroll, Accounting, and Financial information in a clear and concise manner.
• Proficient in the use of computer applications including Microsoft Office, particularly Excel, Word, PowerPoint and Access.

Full time
Additional Details

Qualified candidates for the above position must submit the following:

• Completed online application
• Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
• Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
• Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
• All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
• All documentation must be scanned and uploaded to application
Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

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This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.

Analyst III - Budget
District Office
District Office - Position - Finance
200 E. North Avenue
Baltimore, MD 21201

**All City Schools staff members are required to have been fully vaccinated against COVID-19, or to have applied for and received a medical or religious exemption from this mandate.

Performs complex budget analysis, fiscal research and related budgeting tasks for academic, administrative, and/or enterprise functional areas. Functions as a team lead on major budget projects and provides guidance and instruction to other Budget Analysts. Reviews and monitors complex budgets for completeness, accuracy, and conformance with procedures, standards and regulatory requirements. Leads training and presentations for principals and other management staff on budget matters.

Essential Functions

- Reviews and analyzes complex budgets and makes appropriate recommendations regarding budget requests and allocations.
- Supervises and coordinates projects and project teams of Budget Analysts. Provides training, guidance and instruction as needed.
- Recommends and interprets the application of budgetary policies, regulations, and procedures.
- Coordinates and assists City Schools personnel with management plans for specific budget and expenditure allocations.
• Prepares complex budgets and budget narratives. Monitors budgeted revenue/expenditures to actual revenue/expenditures and prepares budget amendments as required.
• Plans and performs a variety of budget/expenditure projections and fiscal simulations, analyses and calculations. Conducts special studies and analyses.
• Analyzes financial and budgetary statements; identifies trends and concerns with recommended solutions.
• Develops and maintains comprehensive statistical data and prepares periodic budgetary reports and statements.
• Functions as a budget management resource/advisor for City Schools departments.
• Prepares and delivers detailed written and oral budget reports and presentations, including graphics as appropriate. Prepares charts, graphs and diagrams to illustrate the budget, expenditure and revenue status.
• Monitors compliance with legislation and other legal requirements throughout the budget cycle.
• Performs cost analyses of salary proposals for the collective bargaining process.
• Assists in the administration and maintenance of informational databases.
• Trains new administrators and/or appropriate finance department staff in budgeting procedures and policies.
• Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies and the professional standards.

Maximum Salary $83951.00
Minimum Salary $72758.00

Desired Qualifications

• Bachelor's degree in finance, accounting, business administration or related field. Degree must be from an accredited college or institution.
• Five years of experience in budgeting or related financial analysis to include at least one year in a lead or supervisory capacity. Specific experience using Oracle Financials preferred.
• CPA desirable.
• Thorough knowledge of principles and practices of budget management and analysis and fiscal research.
• Effective verbal and written communication and presentation skills.
• Effective organization and leadership skills.
• Demonstrated skill in reconciling accounts and preparing clear, concise and comprehensive reports and recommendations.
• Ability to establish and develop outcome measures for use in benchmarking or determining the effectiveness and efficiency of academic and operational programs.
• Ability to effectively explain and present budgeting principles and concepts to non-financial managers.
• Ability to provide guidance, training, and oversight to assigned Budget Analysts.
• Ability to use statistical concepts and methods and to mathematically analyze expenditure patterns, forecast revenues, cost out various types of proposals, and analyzes reports for potential problems.
• Ability to establish and maintain effective working relationships with City Schools' personnel and external agencies.
• Ability to manage budget data analyses and reporting using specialized computer applications for financial management such as Oracle.
• Proficient in the use of technical computer applications, including Microsoft Office, particularly Excel, Word, PowerPoint and Access.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

• Completed online application
• Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
• Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
• Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
• All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
• All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

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This position is not affiliated with any bargaining unit.

This position is affiliated with the City Retirement Plan.
Analyst Senior - Financial
District Office
District Office - Position - Finance
200 E. North Avenue
Baltimore, MD 21201

Leads and provides guidance and instruction to a team of Financial Analysts. Performs a variety of complex technical and analytical work in the areas of accounting and budget including governmental accounting, cost accounting, project accounting, and budgetary control. Performs all the duties of a Financial Analyst.

Essential Functions

- Leads and coordinates the work of a team of Financial Analysts. Provides training and instruction as needed.
- Supervises projects and project teams as assigned by the Controller.
- Develops, recommends, and interprets the application of financial and budgetary policies, regulations, and procedures.
- Coordinates and assists Baltimore City Public Schools personnel with management plans for specific budget and expenditure allocations.
- Prepares budgets, monitors budgeted revenue/expenditures to actual revenue/expenditures and prepares budget amendments as required.
- Audits and analyzes accounts and prepares reports on various phases of fiscal activities by compiling, computing, and comparing figures of various accounts.
- Plans and performs a variety of budget/expenditure projections and fiscal simulations, analyses and calculations. Conducts special cost studies and analyses.
- Initiates, completes, evaluates and validates a variety of State, local and federal reports and financial statements.
- Prepares journal entries along with supporting documentation.
- Analyzes financial and budgetary statements; identifies trends and concerns with recommended solutions.
- Analyzes and evaluates existing manual and automated financial system design, computer-generated financial reports and other automated programs integrated with the primary financial system for redesign, modification, and/or modernization.
- Prepares special financial reports and statistical analyses as directed including cash flow, legality of expenditures and budget procedures.
- Develops and maintains comprehensive statistical data and prepares periodic budgetary reports and statements.
- Functions as a financial manager/advisor for Baltimore City Public Schools departments.
- Prepares and delivers detailed written and oral reports and presentations, including graphics as appropriate.
- Monitors compliance with legislation and other legal requirements throughout the budget cycle.
Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies and the professional standards.

**Maximum Salary** $83952.00  
**Minimum Salary** $72758.00

**Desired Qualifications**

- Bachelor's degree in accounting, finance, business administration or related field. Masters preferred.
- Five years experience in accounting, budgeting and/or financial management. Specific experience using Oracle Financials which demonstrates a thorough knowledge of Oracle General Ledger, Accounts Receivable and Fixed Assets preferred.
- CPA preferred.
- Thorough knowledge of accounting and routine auditing practices and procedures.
- Thorough knowledge of current business practices, procedures, theory and analysis techniques.
- Thorough knowledge of funding and cost accounting system at Baltimore City Public Schools or comparable school system.
- Thorough knowledge of financial and budget analysis.
- Effective verbal and written communication and presentation skills.
- Effective organization and leadership skills.
- Demonstrated skill in preparing clear, concise and comprehensive reports and recommendations and presenting accounting and budgeting principles and concepts to non-financial managers.
- Ability to provide guidance, training, and oversight to assigned Financial Analysts.
- Ability to use statistical concepts and methods and to mathematically analyze expenditure patterns, forecast revenues, cost out various types of proposals, and analyze computer reports for potential problems.
- Ability to establish and maintain effective working relationships with Baltimore City Public Schools personnel and external agencies.
- Proficient in the use of technical computer applications, including Microsoft Office Professional Suite, particularly Excel and Access.
- Ability to manage accounting data analyses and reporting using specialized computer applications for financial management such as Oracle.

**Full time**  
**Additional Details**

**Qualified candidates for the above position must submit the following:**

- Completed online application
• Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
• Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
• Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
• All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
• All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

Baltimore City Public Schools does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment, programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the nondiscrimination policies, please contact Equal Opportunity Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 200 E. North Avenue, Room 208 Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is not affiliated with any bargaining unit.

This position is affiliated with the City Retirement plan.

Assistant II - Accounting
District Office
District Office - Position - Finance
200 E. North Avenue
Baltimore, MD 21202

Performs a variety of moderately complex accounting clerical tasks in support of accounting, budget, and/or business management functions. Assists accountants, analysts, or business managers in preparing financial statements and records, processing payments or deposits, examining accounts and records for compliance with accounting procedures and City Schools' policy, and/or managing financial and business affairs. Maintains journals, balances, adjusts and reconciles accounts and records. May assist in monitoring budgets and the procurement of equipment, supplies and services.

Essential Functions

• Compiles, assembles, and prepares financial reports, statements, statistical and fiscal tabulations and charts.
• Inputs data, record and verify details of financial transactions in journals, ledgers, and automated systems.
• Posts encumbrances, expenditures, revenues, deposits, disbursements, fee charges, and balances to journals, ledgers and records.
• Allocates costs to a variety of accounts according to established procedures.
• Receives and verifies monies, prepares receipts and makes deposits.
• Processes requests for monies from accounts and confirms the availability of funds.
• Reconciles and balance accounts and notifies personnel of overexpenditures.
• Examines and verifies accounts, records, vouchers, claims, invoices, payroll records, checks and supporting documentation for accuracy and conformance with established procedures and regulations, and makes adjustments as necessary.
• Makes computations for and prepare invoices and other documents.
• Contacts vendors, departmental personnel, grant recipients and others to obtain and provide information and resolve discrepancies.
• Maintain and reconcile fixed assets inventory records.
• Review bookkeeping and accounting procedures and recommends modifications.
• Perform and promote all activities in compliance with equal employment and nondiscrimination policies; follow federal laws, state laws, school board policies and the professional standards.

COMPETENCIES

• Customer Focus - Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high-quality customer service.
• Interpersonal Skills - Builds constructive and effective relationships; uses diplomacy and tact to diffuse tense situations; can put others at ease and disarm hostility.
• Managing Relationships - Responds and relates well to people in all positions; is seen as a team player and is cooperative; looks for common ground and solves problems for the good of all.
• Functional/Technical Skills - Possesses required functional and technical knowledge and skill to accomplish job tasks at a high level; demonstrates active interest and ability to enhance and apply new functional skills.

Maximum Salary $22.36
Minimum Salary $18.17

Desired Qualifications

• High school diploma or equivalent.
• Three years bookkeeping, accounting clerical or related experience.
• Knowledge of the principles and practices of bookkeeping.
• Skill in performing mathematical computations.
• Skill in operating calculators, manual and automated office equipment.
• Proficient knowledge and skill in the use of computer applications such as Microsoft Office. Skill in the use of Excel or similar financial software preferred.
• Ability to recommend modifications in bookkeeping and accounting procedures.
• Ability to interact effectively verbally and in written form with other employees and the public.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

• Completed online application
• Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
• Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
• Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
• All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
• All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

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This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

Buyer
District Office
District Office - Position - Finance
200 E. North Avenue
Baltimore, MD 21202
Performs a broad range of duties in connection with the timely purchase of supplies, equipment and services to support the on-going operation of schools and offices. Work involves detailed preparation of multiple bid packages for the purchase of commodities and professional services. Work is characterized by large volume and complex evaluation procedures, sometimes requiring analysis of life-cycle costs and price analysis.

**Essential Functions**

- Prioritizes the execution of purchase orders, purchase requisitions and evaluates purchase requests to ensure proper pricing and vendor selection.
- Ensures supplier's compliance for assigned commodities with pricing templates that are loaded and maintained on City Schools' eCommerce website. Buyer ensures supplier's compliance with contract terms and conditions, on-time delivery, quality and resolves pricing and invoice discrepancies.
- Prepares, distributes and evaluates public bids and requests for proposals for materials and services.
- Assists and advises schools in Enterprise purchasing activities.
- Investigates and resolves problems between agencies and vendors concerning the provision of commodities and services.
- Receives and processes requisitions for purchasing requirements of schools and officers.
- Creates and issues purchase orders resulting from the procurement process.
- Maintains files and databases used in the procurement process.
- Performs and promotes all activities in compliance with equal employment and non-discrimination policies; follows federal laws, state laws, school board policies and the professional standards.

**Maximum Salary** $71986.00  
**Minimum Salary** $57340.00

**Desired Qualifications**

- Bachelor's degree in business administration, marketing or a related field. Degree must be from an accredited college or institution.
- C.P.P.B. with the Universal Public Purchasing Certification Council (UPPCC) is required within three years of hiring.
- Four years' experience in purchasing commodities and services.
- Experience with eCommerce suite applications such as Ariba, SAP or Oracle.
- Experience in the drafting bid specifications and solicitations (IFB and RFP), conducting pre-bid conferences, analyzing complex procurement evaluations, and identifying of contract awards and debriefing of unsuccessful bidders.
- Knowledge of the principles and practices of purchasing procedures and operations in a large urban school system, supply methods and storage techniques, and purchasing trends.
• Proficient in the use of technical computer applications, including the Internet, Oracle, and Microsoft Office (Word, PowerPoint, Excel, Access).
• Effective interpersonal, oral and written communication skills.
• Skilled in writing specialized commodity and service specifications.
• Ability to make good decisions, solves problems, and analyzes and interprets data.
• Ability to set priorities, complete multiple activities simultaneously and within deadlines as well as demonstrate flexibility to deal effectively with change.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

• Completed online application
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• Upload copies of all transcripts – undergraduate, graduate and all MSDE Certifications
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http://www.baltimorecityschools.org

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This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.