

Fiscal Analyst II, Department of Special Education

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Executive Director for Special Education and Program Manager for the Division of Academics, the Fiscal Analyst II is a high-level technical position providing financial expertise to support the financial management of the Department. The position contributes directly to key department decisions and is responsible for analyzing complex financial and operational data, building, and maintaining financial models, and reporting findings to management in a useful and concise way.

The ideal candidate has knowledge of the principles and practices of public administration, including governmental budgeting, fiscal analysis, position control, program evaluation, and project management. They possess professional experience performing budgetary or financial analysis for a school system, federal, state, county, or other local government agency. This person has exceptional critical thinking skills, a high-skill level in Excel and Office 365 applications, and the ability to make presentations and lead group discussions. An outstanding candidate has budgeting experience in a school system, is well organized, dependable, flexible, self-directed, and has the ability to work with financial data systems to conduct complex and sensitive analyses, often requiring a high level of detail and modeling.

ESSENTIAL POSITION RESPONSIBILITIES

- Develops annual budgets for assigned budget units alongside Program Managers, including reviewing program budget requests for accuracy and justification, analyzing changes and trends in data and expenditures, and making recommendations for funding levels for grants and operating budgets.
- Manages budget-related data systems for the Department, including the input of budget data into the budget and financial systems and the reporting of budget data with an emphasis on compliance and amendments when needed.
- Assists in preparing and reviewing program pages in the budget book, including data compilation, performance measures, and supporting schedules.
- Assists in coordination and preparation of monthly, semi-annual, and annual reports for management and maintenance of grant budgets within required timelines for county and state accountability. identifies and researches any projected to actual issues and sees them through resolution.
- Provides analytical support for Board of Education budget work sessions, including preparing reports, responding to questions, and coordinating responses to budget questions.
- Provides analytical support for grant applications and reporting on grants.
- Monitor performance against budget and proactively driving analysis to understand, evaluate, challenge, and improve performance.
- Prepare periodic forecasts for programs and coordinate the cost to complete exercise for assigned budget units alongside Program Managers.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- Bachelor's degree in public administration, business administration, political science, finance, or a related field.

Experience:

- Four years of budget development, budget analysis, accounting, auditing, or finance work experience.

PREFERRED QUALIFICATIONS

- Master's Degree in public administration, business administration, accounting, finance, or a related area.
- Governmental budgeting experience for a school system, federal, state, or local government.
- Knowledge of Maryland legal regulations related to school funding and budgeting.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 26, \$93,690 - \$141,180. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may be eligible for a hybrid work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact: recruitmentinquiries@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.