

**GOVERNOR'S OFFICE FOR CHILDREN
POSITION DESCRIPTION**

Position: Chief, Finance and Operations

Supervisor: Executive Director

Salary Range: \$64,608 - \$84,213

Overall Responsibilities: This is a senior management position that serves as a member of the Executive Team at the Governor's Office for Children (GOC). The Chief, Finance and Operations manages the annual budgets of the Children's Cabinet (CC) and the Governor's Office for Children (GOC) and oversees office operations. The position is involved with the management of finance and contracts with 24 Local Management Boards (LMBs), state agencies, foundations and other entities and funding sources. In addition to managing the financial administration of the CC and GOC, the position also provides financial management for all program areas.

Essential Duties/Responsibilities:

- Provide leadership and direction to the Finance and Operations unit at GOC.
- Provide initial direction and oversight for the development of the GOC and CC budgets and fiscal policy.
- Develop cost containment and funding strategies.
- Direct the operation of the GOC and CC accounting system.
- Direct the development of, obtain approval for, and implement the Cost Allocation Plan (CAP).
- Review, interpret, and implement federal and State legislation, regulations and rules governing fiscal, accounting and procurement activities for the GOC and CC.
- Direct the preparation and submission of requests for federal or State funds in a timely manner to ensure proper optimization of cash flow for the State.
- Direct all fiscal reporting activities for the CC and GOC including State and federal expenditures, GAAP/GAAS financial year-end closing and cash management reports for all constituent agencies and 24 LMBs.
- Act as liaison with fiscal administration for the Treasurer's Office, Department of Budget and Management, Department of General Services, Office of Legislative Audits, Comptroller's Office, and others as necessary.
- Advise the Executive Director and agency personnel on status of funds, available appropriations and limitations, and appropriate corrective action.
- As a member of the Executive Team, review requests received and make recommendations to the Executive Director and Deputy Director and provide assistance to the Executive Director and Deputy Director on legislative matters.
- Other duties as assigned.

Qualifications:

- BS/BA in accounting, finance or related field from an accredited college or university and a history of progressive financial management experience in an organization with a complex structure and challenging financial/budget issues.
- Must have excellent written and verbal communication skills and the demonstrated ability to effectively present oral and written information and accurately respond to questions individually and in a group setting.
- Must be self-motivated with strong organizational skills and the ability to manage multiple tasks and prioritize to effectively manage workload with minimal direct supervision.
- Proficiency in Microsoft Office (Word, Access, and Excel) and Google applications.
- Possession of a valid Maryland driver license with the ability to travel in state with occasional overnight travel.

To apply, email a cover letter and resume to Patricia Arriaza at patricia.arriaza@maryland.gov.