



Maryland Department of Transportation
Chief Financial Officer & Treasurer

SALARY	\$150,127.00 - \$225,189.00 Annually	LOCATION	Baltimore City
JOB TYPE	Full Time	REMOTE	Flexible/Hybrid
		EMPLOYMENT	
JOB NUMBER	8805-MPA-CFO & Treasurer	DEPARTMENT	Maryland Port Administration
OPENING DATE	07/29/2024	CLOSING DATE	Continuous

Description

Executive Service

This position serves at the pleasure of the appointing authority

****Open to All Qualified Candidates****

This is a **position specific recruitment**. The resulting list of eligible candidates will be used to fill this Maryland Port Administration (MPA) position/function only. All interested persons will need to re-apply for any future recruitment conducted for this classification.

The Maryland Port Administration (MPA) is a 216-employee transportation business unit within the Maryland Department of Transportation (MDOT) and is the public face of the Port of Baltimore. MPA was created by the Maryland General Assembly to increase waterborne commerce through the ports in the state. **The Port of Baltimore** plays an integral role as an economic generator and job creator, in addition to maintaining our nation's supply chain and moving vital goods to industries and consumers. As one of the nation's top ports for total cargo tonnage and overall dollar value of cargo, the Port of Baltimore is also one of the most diverse ports in the United States with over 140,000 jobs in Maryland linked to port activity. As MPA looks to maintain and expand upon its role as a leading national port, it also strives to be a port with forward-looking environmental stewardship of the state's natural resources and leader in advancing maritime projects that support inclusion, educational opportunities, and environmental justice for Maryland's people and communities.

The MPA is an innovative and fast-paced organization with a focus on strong leadership and culture-building within the administration.

For information on MPA, please go to <https://mpa.maryland.gov/Pages/default.aspx>.

Relocation expenses may be covered by the MPA for exceptional selected candidates.

General Role Description:

MPA is seeking a motivated, positive, detail-oriented, and driven financial manager and/or Chief Financial Officer professional to join the MPA's Finance Department. The primary responsibility of this position is to lead, administer, oversee, and direct MPA's Finance Department including all budgeting, accounting, and other fiscal and financial staff and operations. This position is a member of MPA's executive management team, and is responsible for providing strategic planning and problem solving for all financial and budgetary management programs, projects, and initiatives.

Essential Duties and Responsibilities:

Some of the essential duties of this position include, but are not limited to the following:

- Administers and manages the MPA's financial operations, staff, and programs.
 - Including the areas of accounting, accounts payable/receivable, billing, budgeting, planning, project financing, and overall finances.
- Directs the planning, scheduling, coordination, and evaluation of Finance Division activities, initiatives, and projects.
- Develops, implements, and maintains financial strategy, policies, procedures, and fiscal/capital improvement plans for the MPA in support of Strategic Planning initiatives.
- Prepares and monitors MPA budgets, financial audits, legislative reports and submissions, and other financial reports necessary to assist MPA and the Maryland Department of Transportation with budgeting and Program Planning.
- Negotiates and establishes MPA contracts and service agreements with third-party vendors.
- Maintains motivated and well-trained Finance Division staff. Assigns and reviews the work of subordinate managers and supervisors. Develops and implements professional development plans in order to set expectations, expand job functions, and increase staff productivity.

The current vacancy exists at the Baltimore World Trade Center. This position reports directly to the MPA Deputy Executive Director of Administration

MDOT offers a generous and competitive benefits package. You can learn about our amazing benefits here: [MDOT Benefits](#)

Qualifications

Preferred Qualifications:

Education:

Possession of a Master's degree in accounting, auditing, public or business administration, finance, economics or a related field from an accredited college or university.

Experience:

Ten (10) years of experience in professional accounting, auditing, budgeting, fiscal or financial management. Five (5) years of this experience must include the supervision, oversight, and direction of subordinate supervisors and managers.

Notes:

1. Possession of a certificate as a Certified Public Accountant (CPA) may be substituted for up to two (2) years of the required non-supervisory experience.

2. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in the Accounting Officer classification or Financial Management specialty codes in the Accounting field of work on a year-for-year basis for the required experience.

Licenses & Certifications

A current, Class C (Non Commercial) motor vehicle operator's license valid in the State of Maryland is required for this position. The applicable fields on this application regarding your Driver's License are required on this application for position eligibility.

Employee will be required to obtain and maintain a Transportation Worker Identification Credential (TWIC) to gain unescorted access to Maryland Department of Transportation Maryland Port Administration facilities.

Additional Information

APPLICATION PROCESS:

Please apply on-line at <https://www.governmentjobs.com/careers/mdotmd>. **RESUMES CANNOT BE SUBSTITUTED FOR THE ONLINE EMPLOYMENT APPLICATION. Paper applications (Form DTS-1) will not be accepted for this recruitment.**

NOTES:

Please be advised that the State of Maryland is dedicated to a drug-free workplace, and as a result, employees are subject to the State's Substance Abuse Policy to include possible drug testing. Selected candidate(s) may be subject to background and reference checks.

The incumbent in this position will not be a member of a collective bargaining unit.

For education obtained outside the U.S., at the time of application you are required to provide proof of the equivalent American education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services (<http://www.naces.org>) or World Education Services: International Credential Evaluation (<https://www.wes.org/>). This must be submitted as an attachment with the application of the position in which you are applying.

The Maryland Port Administration is not sponsoring new employees in application of the H-1B Visa or providing an extension of an existing H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. MPA does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

MDOT has various careers for people of all experiences, backgrounds, and abilities who come together to contribute to one mission - connecting our customers to life's opportunities. Join us in serving our Maryland residents, visitors, and businesses!

Reasonable Accommodations for persons with disabilities will be provided upon request.

Appropriate auxiliary aids and services for qualified individuals with disability will be provided upon request. Please notify us in advance. MD Relay Service Number 1-800-735-2258 (TTY Number: 711). Bilingual applicants are encouraged to apply.

Agency

Maryland Department of Transportation

Address

See Job Posting for Specific
Address to Mail an Application
-----, Maryland, -----

Phone

See Job Posting

Website

<http://www.mdot.maryland.gov>

Chief Financial Officer & Treasurer Supplemental Questionnaire

***QUESTION 1**

Do you possess a Master's degree in accounting, auditing, public or business administration, finance, economics or a related field from an accredited college or university?

- Yes
- No

***QUESTION 2**

Do you possess at least ten (10) years of experience in professional accounting, auditing, budgeting, fiscal or financial management?

- Yes
- No

***QUESTION 3**

If you answered yes to question 2, did at least five (5) years of this experience include the supervision, oversight, and direction of subordinate supervisors and managers?

- Yes
- No

***QUESTION 4**

If you answered YES to questions #2 & 3, please list the experience that you possess. Also, include the name of the employer, job title, dates of employment, and hours worked per week. This information must also be reflected in your application. If you DO NOT possess experience in this area, type N/A in the box. Please do not list "see resume" or copy and paste information provided in the application.

***QUESTION 5**

Did you provide your Driver's License information in the applicable fields of the application? If not, please be sure to include it in your application prior to submitting.

- Yes
- No

* Required Question