

CDA Lending and Risk Analyst II (C23036/472868)

Energy Fiscal Manager

Recruitment # 24-003726-0013

Filing Deadline 11/22/2024

\$31.16 - \$36.23/hour (Grade 17/Step 3-9 with promotional growth to \$50.32/hour)



This is a Contractual Position with limited State of Maryland benefits.

Work that Matters.

Housing and Building Energy Programs: We are a fast paced, dynamic team committed to serving Maryland. We are looking for team players that share our vision of program excellence and our commitment to customer service. We achieve program excellence through continuous process improvement involving everyone in a collaborative and collegial team centered environment.

Our division works within the Department to administer a wide range of programs using various funding sources. The programs provide energy efficiency improvements that help reduce costs to residents, increase comfort, improve health and safety in the home, support local employment, and contribute strongly towards meeting the State's climate goals. This program portfolio consists of programs such as the US Department of Energy Weatherization Assistance Program (WAP), EmPOWER Low Income Energy Efficiency Program (LIEEP), EmPOWER Maryland Energy Efficiency Tune-up Program (MEET), EmPOWER Multifamily Energy Efficiency and Affordable Housing Program (MEEHA), Maryland Energy Assistance Program (MEAP) for Crisis/No-Heat/No-Cool, Energy Efficiency Homes Construction Loan Program (NetZero), and the BeSMART Home Energy Loan Program (BeSMART).

Position Duties:

The Department of Housing and Community Development is seeking an experienced and self-motivated accounting professional to join our Energy Efficiency programs team. The Fiscal Manager assists the Program Managers in the implementation of program operations to support the Housing and Building Energy Programs.

This position is responsible for the day to day accounting, analysis, and fiscal compliance for all Housing and Building Energy Programs (HBEP aka "CDA-Energy") programs. Duties include collecting documentation for reporting and audits, examining accounting data, making recommendations to improve accuracy, identifying process improvements, collaborating with other program and accounting department staff, acting as the primary point of contact for accounting and finance related inquiries during any audit related activities, inspecting budgets and expenditures, reviewing purchase orders and balances, preparing accounting statements, preparing reconciliation of expenditures, etc.

This position has oversight of all of CDA-Energy's invoicing activities. The fiscal manager coordinates with the team of invoice processors, reviews and revises invoicing procedures, tracks and reviews

timeliness of payment processing, oversees the execution of payments, monitors funding balance data, performs data analyses, coordinates with Accounting and Finance staff to discuss issues, trends and results, develops and maintains databases and reporting tools, and assists with evaluating opportunities to improve accounting, budgeting, and financial processes and systems.

The position manages and oversees all contract monitoring activities, including assisting with the procurements of vendors, tracking ongoing procurements, setting up purchase orders, billing codes, billing templates, and necessary billing procedures, monitoring spend-down, and processing all paperwork concerning the award, including billing and tracking payments.

This position works closely with program staff on all invoicing, payments, and contract needs.

Minimum Qualifications:

Experience: Seven years of experience evaluating the risk involved in granting single family, multifamily and commercial loans, government assistance programs, and/or construction management.

Notes:

1. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university in Business Administration, Architecture, Construction Management, Finance, Economics, Real Estate, Architecture or any other related field **and** three years of experience evaluating the risk involved in granting single family, multifamily and commercial loans, government assistance programs, and/or construction management for the required experience.

2. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in loan specialist classification, loan specialist specialty codes in the loan specialist field of work, or as a commissioned officer in business and industry classification or business and industry specialty codes in the housing management field of work on a year-for-year basis for the required experience.

Desired or Preferred Qualifications:

- Bachelor's Degree
- Experience with accounting or bookkeeping
- Experience with developing processes and procedures independently

TTY Users: Call via Maryland Relay

We thank our Veterans for their service to our country and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining, and promoting employees who are reflective of the State's diversity.

Location:

7800 Harkins Road
Lanham, MD 20706

The Maryland Department of Housing and Community Development Headquarters is located in Prince George's County across from the New Carrollton Metro Stop.

For more information and to apply:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?b=&R1=24&R2=003726&R3=0013>