



CORPORATE BUDGET DIRECTOR

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE ORGANIZATION

If you are looking for a rewarding career in a nationally recognized organization with stellar colleagues and have the passion to serve diverse, thriving communities, then read on!

The Maryland-National Capital Park and Planning Commission (M-NCPPC) is a nationally recognized leader in land use planning, parks, and recreation, achieving countless awards for innovation, stewardship and an unprecedented six Gold Medals for national excellence in recreation & park leadership. The Commission has geographic authority in the Maryland-Washington, DC suburbs - Montgomery County and Prince George's County and provides an exemplary vision for enhancing the lives of the 2 million residents it serves.

The Commission's governing body is comprised of 10 Commissioners; the Commissioners sit on two Planning Boards for the Montgomery and Prince George's County region.

The Commission has a positive financial condition as a result of stable primary revenue sources, property taxes, and the Commission's prudent fiscal management policies, which is recognized by its AAA credit rating.



THE DEPARTMENT

The Corporate Budget Division is the distinguished winner of the Government Finance Officers Association (GFOA) Budget Presentation Award for the 38th year in a row. The Division delivers unparalleled executive and operational leadership through corporate governance, budgeting, and prudent fiscal planning for the Commission. The Corporate Budget Division provides agency-wide budgetary planning, analysis, and reporting; oversees the Commission's budget preparation process; and provides strategic information and central budget coordination.



THE POSITION

The Corporate Budget Director is an executive-level position reporting directly to the Executive Director and is responsible for creating the budget and associated financial reports for an agency with almost \$640 million in the General Fund budget for FY 2023. The Commission's current adopted and proposed budgets can be viewed [here](#).

The Corporate Budget Director also leads the Corporate Budget Division, which provides agency-wide budgetary planning, analyses, and reporting. The Division oversees the Commission's budget preparation process, and provides strategic information, central budget coordination, and fiscal planning for the agency.

The Corporate Budget Director:

- Manages the Corporate Budget Division, including the full range of supervisory responsibilities.
- Ensures effective preparation and presentation of the Commission's operating budget documents.
- Conducts budget and fiscal impact studies and other special management studies.
- Prepares compensation cost scenarios for collective bargaining purposes and provides related support to the Commission's collective bargaining management team.
- Reviews monthly budget account statements for expenditure trends.
- Conducts expenditure reviews of operating departments' budgets in conjunction with the Finance Department.
- Attends meetings, hearings and work sessions; serves as focal point for senior managers regarding budget-related issues.
- Interprets budget data and trends in fund activity, participates in expenditure reviews, prepares statistical data or charts, and leads budget work sessions with Commission staff and with Montgomery County and Prince George's County government staff.
- Monitors Commission expenditures for compliance with budget. Ensures budget close-out.
- Provides Commission-wide interdepartmental support to Executive Director.
- Communicates and interacts effectively with business contacts including managers and staff throughout the Commission, members of the Executive Committee and various advisory groups, Commissioners and, at times, key elected or appointed officials or staff of Montgomery and Prince George's County.
- Utilizes advanced computer skills, including enterprise resource planning system tools and budgeting/modeling software to create budget documents and to make technology procurement recommendations.



LEADERSHIP OPPORTUNITIES

Implementation of Advanced Budget Software: The Corporate Budget Director will spearhead the selection and implementation of budget software in FY2024 to replace existing tools. The Director will focus on automation and streamlining processes, while managing expectations and ensuring a smooth transition.

Navigating Budget Funding Challenges: The Corporate Budget Director's leadership will be vital in navigating potential budget funding challenges from Montgomery County. The Director will collaborate with stakeholders to address proposed reductions or eliminations and will play a key role in effectively communicating needs and building successful partnerships to achieve the majority of objectives.

Future Tax Rate Projections: While not an immediate priority, the Prince George's County region will need to begin projecting the timing of the next tax rate increase, most likely in 2030 or beyond. The Corporate Budget Director will need to bring a forward-thinking approach and strategic planning abilities to prepare for this eventuality.

EDUCATION AND EXPERIENCE

This position requires a bachelor's degree in Finance, Accounting, Business Administration, Public Administration or any related field; and eight (8) years of progressively responsible experience that includes substantive work in the range of duties and responsibilities of the position. An equivalent combination of education and experience may be substituted, which together total twelve (12) years.

Experience in local government is highly preferred.

A valid driver's license in accordance with both State and Commission rules and regulations is required; driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive.





DESIRED CAPABILITIES

The ideal candidate will be an innovative servant leader with extensive knowledge of the principles, methods, techniques and generally-accepted practices of budgeting in the formulation, justification, presentation and execution of operating budgets; this includes considerable skill in making and using economic assumptions, analyzing budget proposals and justifications and spending trends, assessing variances, reprogramming funds, and informing staff of budgeting options to accomplish their work programs.

The Corporate Budget Director will be knowledgeable of general (administrative) management of work programs and how budget influences productivity as well as quality and effectiveness of work products and services. Strong knowledge of key Commission work programs to review budget submissions, track spending and advise on budget options to accomplish work programs and to ensure authoritative, insightful analyses of budget matters is also desirable.

The successful candidate must be able to quickly gain knowledge of Montgomery County and Prince George's County budget processes and the Commission organization, policies, and procedures (including account codes, funding sources and other budget-specific information). The Corporate Budget Director will be skilled in planning, assigning and reviewing work, budgeting, using capital and managing resources to accomplish work, and supervising employees and applying HR management and EEO principles and practices.

The Corporate Budget Director will be considerably skilled in: problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve problems; applying a wide variety of qualitative and quantitative measures to analyze budget information; developing and using economic assumptions for analysis; preparing and responding to emerging budget management issues; and weighing pros and cons and managing resources to achieve Division goals and objectives in support of Commission goals and objectives.

The Corporate Budget Director will be skilled in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and express such information so that others will understand; actively listening to ascertain key information and communicating effectively to obtain agreement, compliance or other desired results. The successful candidate will possess interpersonal skills to interact effectively with business contacts in a professional, customer service-oriented manner; establish and maintain effective working relationships and work as a member of the management team.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$109,820—\$194,500. The starting salary will be commensurate with the successful candidate's experience and qualifications. The Commission provides a robust and highly competitive benefits program including:

- Pension (and OPEB) Plan
- Additional 457 Deferred Compensation Plan
- Medical
- Dental
- Vision
- Life
- Vacation
- Sick Pay
- Sick Leave Bank
- Flexible Spending Accounts
- Long-term Disability Insurance
- Employee Assistance Program
- Tuition Assistance Program
- Gym Membership Reimbursement
- Wellness Programs

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://governmentjobs.com/careers/bakertilly>

This position is open until filled. Applications will be reviewed as they are received. For more information, please contact Yolanda Howze at yolanda.howze@bakertilly.com or 312.240.3401.

For more information about the Maryland-National Capital Park and Planning Commission, please visit their website at <https://www.mncppc.org/>.

The Maryland-National Capital Park and Planning Commission (M-NCPPC) is an Equal Opportunity Employer. We celebrate a workplace culture of diversity, equity and inclusion without discrimination or harassment on the basis of race, color, religion, sex, age, national origin, sexual orientation, marital status, disability, genetic information, gender identity, or any other non-merit factor.

