

NOW HIRING

Chief Fiscal Officer





DGS Overview

The Department of General Services has more than 300 skilled employees serving across five divisions: Fleet Management, Facilities Maintenance, Capital Projects, Energy, and Administration. Our nationally recognized Fleet Management division purchases, repairs and fuels more than 4,000 vehicles and pieces of equipment used by over 29 City agencies and Mayoral offices.

Our Mission

To deliver results for our City partners through services and solutions that are timely, cost-effective, and sustainable.

Our Vision

To be a leader in delivering expertise, efficiency, and service excellence.

Our Facilities Maintenance division manages the operations and maintenance of more than 80 buildings that comprise over six million square feet. Capital Projects oversees the design and construction of capital improvements to 190 City-owned facilities. The Energy division is responsible for the purchase of utilities and focusing on sustainable energy purchasing and utilization. Finally, the Administration division provides agency leadership through the Director's Office, and support services for the agency through Fiscal, Human Resources, Performance Management, and Communications.

We wear many hats. We are solutions providers, researching the technology, infrastructure, and costs required to transform the City's fleet to zero-emission vehicles. We are problem-solvers, adapting and updating the City's office space to best meet the evolving needs of our teammates as we work in rapidly changing environments. We are data driven. We use historical, current, and projected information as the basis for operational decisions and planning.

Most importantly, we are dedicated to our customers and stakeholders, and their evolving needs. Together, we are proud to devote our shared knowledge to guide and support many of the City's most critical services.

About the Role

The Chief Fiscal Officer (CFO)- Salary \$107,187 - \$176,715

This role serves as the senior financial executive for DGS and is responsible for: managing and ensuring successful fiscal operations; strategic financial leadership; budget development, regular and timely projections; internal service fund management; rate model management and development; financial oversight on grants; capital budget management; relationship management through interpersonal channels, managers and Workday; contract and procurement administration oversight; financial project management and business process development; managerial accounting support; financial reporting fluency; and supervision of multiple fiscal teams. The CFO directly supervises teams responsible for budget management and forecasting, contract administration, grant financial management, and accounts payable operations. And acts as the chief liaison on behalf of the agency to the Department of Finance.

[Click here to apply for this role.](#)



About You

The Ideal Candidate Will:

- Act with transparency and integrity.
- Support sound decision making at the senior leadership level
- Avoid siloes and demonstrate a commitment to solving the problems and challenges that impact DGS in a unified manner.
- Meaningfully contribute to and support teams in a fast-paced environment with an emphasis on timely and quality service delivery.
- Utilize expertise to continuously improve DGS and better serve Baltimore.
- Consistently work to streamline, increase efficiency and provide frictionless operations.

Knowledge and Skills

- 7–10+ years of fiscal management experience
- Experience developing and managing complex financial models
- Experience managing public sector budgets, internal service funds, and grant funding.
- Experience with ERP systems (such as Workday) including the development of reports, modification of workflows, roles, permissions management or other work aides.
- Experience with project management particularly within large organizations
- Experience with human capital management, team and culture building
- Prioritizes effectively in the face of multiple and shifting priorities.
- Exhibits high curiosity and is relentless in pursuit of answers that explain how things work.

Education:

- One or more degrees in Finance, Accounting, or Public Administration
- CPA, CMA, or equivalent professional certifications

About DGS Fiscal

Financial Planning and Analysis (FP&A)

Focuses on long-term strategy, budgeting, and high-level fiscal health.

- **Budget Leadership:** Lead the end-to-end development of annual operating budgets.
- **Fiscal Advisory:** Provide executive leadership with data-driven insights on fiscal outlook, long-term planning, and fund health.
- **Variance Oversight:** Oversee quarterly projections and variance analysis, providing actionable reporting to division chiefs and the Department of Finance
- **Internal Service Fund Management:** Develop and manage complex rate models for Fleet and Facilities internal service operations.
- **Cost Recovery:** Conduct annual rate reviews and recommend adjustments to ensure full cost recovery across operations



Contracts and Procurement Management

Focuses on procurement support and strategic contracts maintenance on behalf of the agency's operating divisions.

- **Lifecycle Oversight:** Monitor contract encumbrances to proactively prevent funding lapses, service gaps, and unauthorized procurements.
- **Strategic Sourcing:** Develop and implement procurement strategies that align with governmental goals, ensuring compliance with MBE/WBE and equity requirements.
- **Performance Monitoring:** Develop fiscal dashboards and performance indicators to track vendor payment performance and contract coverage.
- **Compliance & Standards:** Ensure all procurement activities meet strict governmental legal standards and prompt payment mandates.
- **Risk Mitigation:** Conduct regular reviews of contract balances to reallocate underutilized funds and prevent end-of-year spending surges.

Financial Operations and Administration

Focuses on the day-to-day transactional integrity, compliance, and systems.

- **System Execution:** Oversee all fiscal transactions within Workday, including procurement, budget transfers, encumbrances, and capital cost transfers.
- **Internal Controls:** Maintain rigorous internal controls and ensure strict separation of duties across all financial functions.
- **Grant Management:** Oversee grant compliance, reporting, and reimbursement processes to maximize revenue.
- **Accounts Payable:** Supervise invoice processing and ensure the integrity of vendor payment systems.
- **Audit Readiness:** Maintain comprehensive, audit-ready documentation and fiscal tracking systems for all transactions.
- **Compliance & Audit:** Maintain audit-ready documentation and fiscal tracking systems; ensure compliance with prompt payment standards.

Human Capital and Performance Management

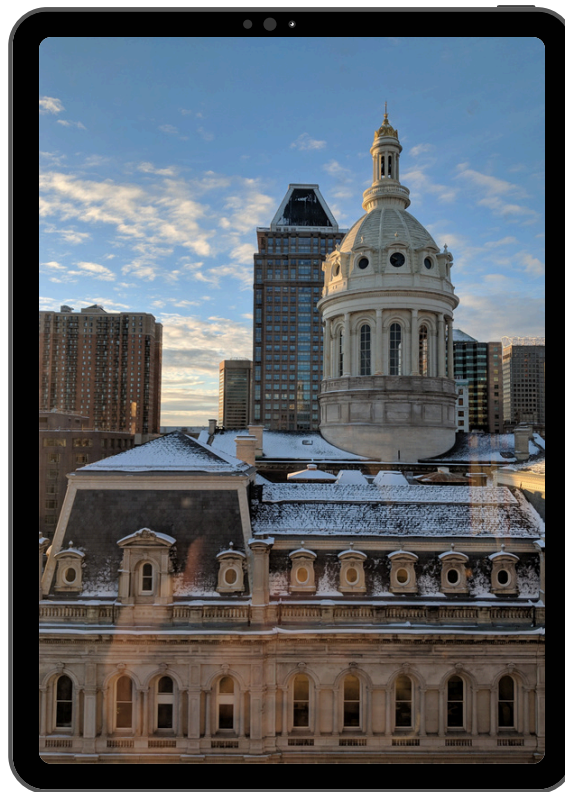
Focuses on leadership, team development, and tracking organizational efficacy.

- **Leadership:** Supervise and direct fiscal managers and analysts across multiple divisions.
- **Team Development:** Establish cross-training and professional development plans to build departmental capacity and succession depth.
- **Policy Standardization:** Establish and enforce Standard Operating Procedures (SOPs) to ensure consistent policy application.
- **Accountability Tools:** Deploy performance reporting tools and indicators to foster a culture of transparency and continuous improvement.

Finance Project Management

Focuses on process optimization, contract lifecycle, and preventing operational gaps.

- **Process Improvement:** Lead the implementation of initiatives to modernize fiscal functions and streamline budget development workflows.
- **System Innovation:** Manage the design and deployment of custom fiscal tracking systems to improve reporting accuracy.
- **Project Governance:** Manage the lifecycle of financial projects, ensuring milestones are met and resources are allocated effectively.
- **ERP Implementation and Enhancement:** influence development and continued deployment, as Chief Fiscal Officer of one of the City's largest agencies, of the City's ERP system to meet the needs of the organization of for the benefit of our sister agencies



Apply Today:
tinyurl.com/ChiefFiscal