

**ST. MARY'S COUNTY PUBLIC SCHOOLS
NON-CERTIFICATED POSITION DESCRIPTION**

FISCAL/RECORDS SPECIALIST

POSITION: Fiscal/Records Specialist

REPORTS TO: Supervisor of Accounting, Auditing and Procurement

LOCATION: Department of Fiscal Services

NATURE OF WORK:

Under the general direction of the Supervisor of Accounting, performs a variety of accounts receivable tasks, applies accepted policies and/or procedures to the preparation and maintenance of funds due to the School System. Acts as the point of contact for the contracted temporary staffing billing process, to include collection, reconciliation, and submission for payment. Also performs various duties relating to the management and security of inventory and fiscal records. Works independently and performs all duties under minimal supervision.

ESSENTIAL FUNCTIONS:

- Prepares, mails, and tracks invoices as requested/needed. (Invoices will include but are not limited to: Facility Usage, Non-Resident Tuition, Health Insurance, Field Trips, Etc.);
- Collects cash, checks and prepares all receipts for deposit utilizing the system's accounting software;
- Researches unknown payments for proper coding;
- Acts as the point of contact for all items associated with preparing, reconciling, and submitting for payment the invoice for our contracted temporary staff;
- Performs batch verification, internal control functions duties for the Accounts Payable unit;
- Maintains an invoice book and updates procedures relating to the cash receipting process;
- Prepares documents for scanning;
- Scans and files all fiscal services documents into an electronic document storage system;
- Trains and gives support on electronic document storage system scanning;
- Oversees document disposal for the department;
- Excellent time management skills and ability to take initiatives and make decisions within assigned area of responsibility;
- Works closely with the Supervisor of Accounting for receivables aging past 90 days;
- Prepares reports and/or analysis required by auditors in the areas of accounts receivable, contracted temporary staff costs, bank deposits, and inventory;
- Performs processes to create new vendors in the accounting software used by the School System;
- Continuously updates vendor database to include W9 collection, addresses, points of contact, etc.;
- Develops and maintains Standard Operating Procedures (SOPs) for assigned responsibilities;
- Implements fixed asset inventory and reporting procedures, including physical inventories and updating records;
- Conducts annual physical inventory inspection and assist with all required year end reporting;
- Prepares disposal reports for surplus equipment;
- Posts surplus equipment for sale utilizing the system's current vendor;
- Monitors compliance with policies and regulations related to records retention and inventory;
- Light lifting for purposes of filing and related duties;

DUTIES AND RESPONSIBILITIES:

- Trains school and office staff on scanning/record retention processes;
- Develops financial estimates and analysis in support of facility use activities;
- Manages the facility usage software as the primary point of contact;
- Manages the fiscal elements supporting facility usage activities;
- Acts as a help desk for questions regarding facility usage activity financial procedures;
- Reviews facility use applications for compliance with policy and procedures;
- Verifies correct account coding for curriculum related school bus travel and collects fees;
- Assists with phone coverage for the department;
- Submits maintenance work orders for the department;
- Serves as a back-up to the Fiscal Secretary Mentor/Floating Secretary to assist schools with training in the area of school activity funds and/or coverage to schools for school finances, as needed.
- Reconciles the contracted temporary staffing invoices;
- Verifies charges and forecasts funding availability for contracted temporary staff via purchase orders;
- Monitors purchase order status for contracted temporary staff to include proper coding, and funding availability;
- Works with the Administrative Assistant in collecting and distributing mail for the department;
- Orders office supplies for the Fiscal Services and Human Resource Departments;
- Prepares requisitions for the Fiscal Services and Human Resource Departments;
- Greets guests and assists with providing directions to visitors;
- Assists accountant with year-end fixed asset and inventory reporting;
- Participates in seminars or other in-service activities to enhance knowledge of laws, policies, regulations, and provides practices for fiscal compliance and general school operations.
- Other duties, as assigned.

QUALIFICATIONS:

- Associate degree preferred with a major in accounting or business;
- Five (5) years of professional accounting or bookkeeping experience OR
- Two (2) years of professional accounting or bookkeeping experience within a school system;
- Demonstrated proficiency in use of technology – MS Office/Google – and related office equipment;
- Strong communication and interpersonal skills, including issuance of written reports;
- Knowledge of eFinance software a plus;
- Knowledge of electronic document storage a plus;
- Knowledge of contracted temporary staff processing a plus;
- Preference for school system clerical knowledge;
- Must be able to work with frequent interruptions, work under deadlines and pressure to meet scheduled and unscheduled deadlines;
- Skill and ability to communicate orally and in writing with individuals within and outside the school system;
- Proven ability to work with a minimum of direct supervision and to carry a project to its completion, including exercising good judgment and in making decisions;
- Willingness and capability to work beyond the normal workday as needed to meet deadlines and attend or participate in occasional meetings;
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-

hour employees – Range 23.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP