

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

FISCAL/RECORDS SPECIALIST - ACCOUNTS RECEIVABLE AND GRANTS

POSITION: Fiscal/Records Specialist - Accounts Receivable and Grants

REPORTS TO: Supervisor of Accounting and Auditing and Coordinator of Fiscal Support

LOCATION: Department of Fiscal Services

NATURE OF WORK:

Under the general direction of the Coordinator of Fiscal Support and the Supervisor of Accounting, provides business operational assistance in support of the School District's Special Education programs to include maintaining accounting records, compiling contracts, and supporting the coordination of grant-funded expenditures and applicable financial reporting. Performs a variety of debt collection and accounts receivable tasks on behalf of schools and departments. Works independently and performs all duties under minimal supervision.

ESSENTIAL FUNCTIONS:

- Knowledge of Federal and State requirements in grant development, monitoring and fiscal compliance;
- Manage confidential information with sensitivity and discretion;
- Excellent time management skills and ability to take initiatives and make decisions within assigned area of responsibility;
- Ability to prepare reports and/or analysis required by auditors in the areas of accounts receivable and bank deposits;
- Excellent organizational skills;
- Strong communication and interpersonal skills, including issuance of written reports;
- Willingness and capability to work beyond the normal workday as needed to meet deadlines and attend or participate in occasional meetings;
- Light lifting for purposes of filing and related duties;
- Maintains integrity and confidentiality; and
- Ability to perform other duties, including a multitude of internal fiscal, policy, and procedural review special projects as assigned.

DUTIES AND RESPONSIBILITIES:

- Compile financial information to support the Special Education grant development, monitoring, and fiscal compliance under both Federal
- Support the development and implementation of school district-wide debt collection guidelines;
- Provide fiscal support and accountability for braided funds and ensure the appropriate documentation is in place;
- Prepare grant evaluation information for the Maryland State Department of Education (MSDE) and other agencies;
- Maintain 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;
- Monitor and analyze expenditures to ensure compliance with requirements and deadlines;
- Prepare invoices for reimbursement of expenditures;
- Support the coordination of all debt collection for the school district;
- Prepare, mail, and track invoices as requested/needed. (Invoices may include but are not limited to: Non-Public Tuition, Medicaid, Facility Usage, Non-Resident Tuition, Health Insurance, Field Trips, Etc.);

- Collect cash, checks and prepares all receipts for deposit utilizing the system's accounting software;
- Research unknown payments for proper coding;
- Support the preparation of both State and Local budgets, interim and final State financial progress reports;
- Support the preparation of grant related reports and subsequent filing to the Maryland State Department of Education's secure server system;
- Provide fiscal support and accountability for Special Education purchases and the coordination of services, supplies, and instructional materials;
- Monitor expenditures to ensure compliance with State, Local, and Federal purchasing policies and laws and grant requirements;
- Enter Special Education purchasing requisitions, track the status of contracts and purchases, monitor and review invoices;
- Work closely with the Supervisor of Accounting and Auditing for receivables aging past 90 days;
- Develop and maintain Standard Operating Procedures (SOPs) for special education as well as for debt collection;
- Assist with the use of My School Bucks training and usage facilitation for debt collection measures;
- Assist with onboarding of debt collector contractor for escalating debt collection;
- Maintain familiarity with debt collection laws;
- Develop financial estimates and analysis in support of facility use activities;
- Support the management of the facility usage software, in collaboration with the Department of Supporting Services;
- Support the management of the fiscal elements supporting facility usage activities;
- Act as a help desk for questions regarding facility usage activity financial procedures;
- Review facility use applications for compliance with policy and procedures;
- Verify correct account coding for curriculum-related school bus travel and collects fees;
- Assist with phone coverage for the department;
- Create a spreadsheet and monitor cost to budget of all contracted Special Education professional services and applicable funding source;
- Support the Director of Special Education and Coordinator of Fiscal Support in monitoring and ensuring grant filing deadlines are met;
- Prepare all Special Education services purchasing contracts for execution by the Procurement Coordinator;
- Reconcile the contracted Special Education invoices;
- Verify charges and forecasts funding availability for contracted temporary staff via purchase orders;
- Monitor purchase order status for contracted temporary staff to include proper coding, and funding availability;
- Work with the Administrative Assistant in collecting and distributing mail for the department;
- Order office supplies for the Fiscal Services and Human Resource Departments;
- Prepare requisitions for the Special Education, and Fiscal Services Departments;
- Greet guests and assists with providing directions to visitors;
- Assist accountant with year-end fixed asset and inventory reporting;
- Participate in seminars or other in-service activities to enhance knowledge of laws, policies, regulations, and provides practices for fiscal compliance and general school operations.
- Work with frequent interruptions, work under deadlines and pressure to meet scheduled and unscheduled deadlines; and
- Other duties, as assigned.

QUALIFICATIONS:

- Associate degree, with a preferred major in accounting or business;

- Three (3) years of professional accounting or bookkeeping experience;
- Demonstrated proficiency in use of technology – MS Office/Google – and related office equipment;
- Knowledge of eFinance software preferred, and
- 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

06.29.2023