



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

ACCOUNTS PAYABLE CLERK

LOCATION:

Finance Department – Central Office

POSITION SUMMARY:

REPORTS TO:

Chief Financial Officer and Supervisor of Finance

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. High School diploma or General Education Development (GED) program certificate.
2. Advanced training in business, accounting, and bookkeeping. Associates degree preferred.

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Demonstrated proficiency in the use of personal computers and software applications, including Excel spreadsheets and other Microsoft applications.
2. Demonstrated proficiency in the operation of calculators and related office equipment.
3. Excellent data entry skills.
4. Demonstrated proficiency in organization skills, general math skills, and attention to detail.
5. Skill and ability to communicate orally and in writing with individuals within and outside the school system.
6. Ability to analyze data and produce an accurate work product.
7. Proven ability to work with a minimum of direct supervision and to carry a project to its completion.
8. Willingness and capability to work beyond the normal workday as needed to meet deadlines and attend or participate in occasional meetings.
9. Excellent interpersonal communication skills; pleasant telephone manner.
10. Demonstrated ability to exercise good judgment in making decisions, including handling telephone calls, composition of letters and memoranda.

11. Demonstrated ability to react to change productively and perform other duties as assigned.
12. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
13. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Ensure that all accounts payable deadlines are met.
2. Perform accounts payable duties of a technical nature utilizing our financial software; demonstrate a thorough understanding of the complexities of the software and apply best practices in ensuring that compliance with Calvert County Public Schools policies & procedures, as well as federal and state laws and regulations, is achieved.
3. Input information from vendor invoices, travel and expense reports, and other accounts payable documentation into an automated system in a timely manner for processing of weekly accounts payable payments.
4. Review and verify all documentation for arithmetical accuracy.
5. Verify that the reimbursement rates used on mileage and travel and expense reports agree to current IRS reimbursement rates and Calvert County Public Schools policies and procedures.
6. Review accounts payable reports and verify the accuracy of the data prior to the checks being generated.
7. Process the jobs that create the accounts payable checks.
8. Transmit positive pay and ACH files to the bank on a weekly basis for accounts payable payments.
9. Verify and process 1099s at year end.
10. Set up new vendors in the financial software.
11. Maintain sequence and control of source documents.
12. Handle calls, research questions and correspondence regarding accounts payable payments and vendor information.
13. Interact well with co-workers and provide outstanding customer service.
14. Come to work promptly every day.
15. Work extended hours and flexible hours as necessary.
16. Work well under stress and meet all deadlines.
17. Comply with all related federal, state, and local laws, regulations, and policies.

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

Performs related work as required or assigned by the Chief Financial Officer or Supervisor of Finance.

PHYSICAL DEMANDS:

Work is performed in a typical office environment and may require minimal lifting. Position requires significant periods of sedentary work using a computer, monitor, and mouse, but may also include periods of standing and walking.

UNUSUAL DEMANDS:

None

TERMS OF EMPLOYMENT:

Ten (10) month position and salary commensurate with qualifications and experience applied to the salary schedule for support employees (Scale 17). All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-Exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools’ website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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