



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

FINANCIAL ANALYST

LOCATION:

Finance Department

POSITION SUMMARY:

Under direction, performs professional financial analysis and accounting work of a varied nature in the maintenance and analysis of fiscal records and controls. Work requires technical judgment to ensure accurate accounting of often complex and unusual financial transactions. Duties include analyzing, monitoring, and evaluating compliance with transportation contracts and capital projects reporting requirements, providing detailed financial analysis, and assisting the schools with the management of the Student Activity Funds.

REPORTS TO:

Chief Financial Officer and Director of Transportation

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. Bachelor's Degree in Business Administration, Accounting, Finance preferred.
2. Three (3) years experience in public fund accounting 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. Excellent verbal, written communication, and human relations skills.
2. Excellent personal computer (Excel, Word) and mainframe computer skills.
3. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
4. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

Finance

1. Assist in maintaining a financial accounting system compliant with all federal, state, and local laws and regulations.

2. Assist in providing accurate and timely financial reporting.
3. Prepare journal entries and reconciles bank accounts, in addition to various general ledger and subsidiary accounts.
4. Maintain capital project accounts, to include analyzing for accuracy, reconciling accounts, submittal of requests for state and county funding, review of outstanding purchase orders and receivables.
5. Compile and maintain a record of fixed assets for annual reporting.
6. Participates in the annual budget preparation process, budgetary monitoring and control.
7. Prepares payments for financial processing and reimbursement reports to outside agencies.
8. Calculates receivables, payables, prepaid expenses, and prepares other audit working papers for the annual audit.
9. Assists auditors to assure timely completion of annual reports.
10. Prepares monthly and annual state reports and adheres to due dates for timely submission to include 941 forms and quarterly unemployment insurance reporting.
11. Provides training and assistance to the school based Financial Secretaries on the management of Student Activity Funds to include software training, proper expenditure coding, review of bank reconciliations, and the monitoring of financial policies and procedures.
12. Provide assistance in other areas of the department, as requested, to provide for a continuity of fiscal services.

Transportation

13. Review and analyze transportation bus contracts.
14. Calculate all costs associated with the transportation of students. Provide technical assistance in the development of bus specifications, bus contracts, and relevant formulas/computations.
15. Utilize the WINTSS software program to assist in maintaining data pertinent to the cost of transporting students.
16. Generate payroll documents.
17. Assist in the management and oversight of the transportation budget.
18. Provide assistance in other areas of the department, as requested, to provide for a continuity of services.

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 Chief Financial Officer and Director of Transportation.

PHYSICAL DEMANDS:

Position is essentially sedentary.

UNUSUAL DEMANDS:

None

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications and experience applied to the salary schedule for support employees (Scale 27). All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

REV. 07/2023

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://ocracas.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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