



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

STAFF ACCOUNTANT

LOCATION:

Department of Finance

POSITION SUMMARY:

Under direction of the Chief Financial Officer and the Supervisor of Finance, the Staff Accountant performs professional accounting services in the maintenance and analysis of fiscal records and controls. Duties include providing detailed financial analysis, assisting with the oversight and management of grants, the general operating budget, treasury management, bus contractor payments, and assisting the schools with the management of the School Activity Funds. The Staff Accountant is required to be highly attentive to details, exercise good judgment, follow instructions given by the supervisors, and work independently with minimal supervision. Work requires considerable technical judgment to ensure accurate and timely accounting of financial transactions.

REPORTS TO:

Chief Financial Officer and Supervisor of Finance

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. Bachelor's Degree in Business Administration, Accounting, or Finance required
2. A minimum of three years of experience in public or governmental 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. Demonstrated proficiency in the use of personal computers and software applications, including word processing and spreadsheets (Microsoft preferred)
3. Demonstrated proficiency in organization skills and exceptional attention to detail
4. Proven ability to work with a minimum of direct supervision to carry a project to its completion

5. Willingness and ability to work overtime as required to accomplish the duties and responsibilities of the position and to meet departmental deadlines
6. Demonstrated ability to exercise good judgment in making decisions, handling telephone calls, and composing letters and memoranda
7. Demonstrated success in accomplishing tasks akin to the responsibilities listed below
8. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

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. Manage grant programs.
4. Prepare journal entries.
5. Reconcile bank accounts.
6. Analyze financial data for accuracy
7. Assist with preparation of payments to bus contractors.
8. Prepare reports for board meetings on a monthly basis.
9. Compile and maintain a record of fixed assets for annual reporting.
10. Participate in the annual budget preparation process, budgetary monitoring and control.
11. Calculate receivables, payables, prepaid expenses, and other audit working papers for the annual audit.
12. Assist in the preparation of audit schedules and the financial statements.
13. Provide training and assistance to program managers and clerical staff who oversee grant programs.
14. Provide training and assistance to the school based Financial Secretaries on the management of School Activity Funds and monitor their compliance with financial policies and procedures.
15. Interact well with co-workers and provide outstanding customer service.

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)
Performs other tasks as required or assigned by the Chief Financial Officer and/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:

May be required to work flexible hours as necessary

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 29). 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:

Immediate Vacancy

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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