

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

ACCOUNTANT BLUEPRINT REPORTING

POSITION: Accountant Blueprint Reporting

REPORTS TO: Supervisor of Accounting and Auditing

LOCATION: Department of Fiscal Service.

NATURE OF WORK:

This is a skilled professional position, dealing with confidential, and complex financial tasks to include accounting, auditing, and budgeting. The accountant will work with other SMCPs accountants and share in the responsibilities for numerous accounting functions of the school system to ensure fiscal compliance with the legislatively mandated Blueprint reporting requirements. These areas include but are not limited to internal fiscal compliance, accounting and budgeting, and collaboration with departments and schools for St. Mary's County Public Schools (SMCPs). The employee is responsible for all financial transactions of these matters to include journal entries, forecasting, invoicing, and expenditure approval as well as reporting the results thereof. This person must have the ability to communicate well, both verbally and in writing, to community members, site administrators, and state and local agencies.

ESSENTIAL FUNCTIONS:

- Must have a clean driving record and be able to travel between central administration and various school and office sites;
- Conducts on-site reviews of fiscal operations in schools and offices for compliance with policies, regulations, and laws;
- Communicates findings/results of reviews, including written reports;
- Provides monthly accounting of income and expenditures in alignment with Blueprint legislation;
- Prepares State financial reports;
- Allocates and prorates fringe benefits;
- Provides monthly accounting of income and expenditures;
- Performs complex journal entries to include year-end accruals and deferrals;
- Prepares financial projections for Blueprint programs;
- Reviews, analyzes, and interprets financial data; makes financial recommendations for future initiatives; assists in the implementation of new ideas and financial strategies;
- Performs complex financial analysis and review of the Blueprint funds and recommend approval of funding alternatives, program modifications, and other appropriate revisions;
- Provides monthly, quarterly, and annual Blueprint financial reporting to the Maryland State Department of Education, as required, by legislation;
- Participates in audits providing requested information, review, and make recommendations and procedural changes to ensure compliance;
- Performs work independently, in a highly sensitive and confidential environment, following the policies and procedures established for the public school system;

- Complies with financial requirements by studying existing Blueprint legislation as well as and new legislation enforcing adherence to requirements, and advising management of needed actions;
- Conducts on-site internal audit/reviews of fiscal operations in schools and offices for compliance with policies, regulations, and laws;
- Communicates findings/results of reviews, including written reports;
- Excellent time management skills and ability to take initiatives and make decisions within assigned area of responsibility;
- Proficiency in the use of technology for individual management, communication, and research;
- Ability to establish and maintain effective working relationships with school officials, representatives of county, the general public, federal and state agencies;
- Assists with updating SMCPs Policy and Regulations in the area of fiscal services; and
- Willingness to work beyond the normal duty day to meet deadlines.

DUTIES AND RESPONSIBILITIES:

- Provides regular accounting in alignment with the legislatively mandated Blueprint reporting requirements;
- Ensures compliance with Blueprint financial reporting submittals to the General Assembly and the Maryland State Department of Education;
- Provides fiscal guidance on the applicable use of Blueprint funds;
- Prepares and submits annual financial reporting to the Maryland State Department of Education behalf of SMCPs;
- Substantiates financial transactions by auditing documents;
- Represents the school district at professional meetings and conferences as required as well as maintaining professional and technical knowledge by attending educational workshops, particularly those addressing Blueprint legislation;
- Acts as a help desk for questions regarding school activity financial procedures;
- Examines and analyzes financial documents and accounts;
- Maintains ledgers, journals, and/or other accounting documents and records;
- Monitors and analyzes expenditures, to include payroll, made by others to ensure compliance with requirements and deadlines;
- Works closely and cooperatively with independent auditors, program auditors, and Maryland State Department of Education (MSDE) auditors;
- Prepares audit working papers to include schedules and reconciliations,
- Monitors purchase order status for fixed assets, proper coding, and Blueprint compliance;
- Monitors and analyzes expenditures made by others to ensure compliance with requirements and deadlines;
- Communicates and participates in regular meetings with stakeholders;
- Maintains financial security by following internal controls;
- Maintains records required by policy, regulation, law, or good practice;
- Answers accounting procedure questions, specifically as they pertain to Blueprint funding, by researching and interpreting accounting policy and regulations;
- Keeps the supervisor informed of activities performed and problems requiring action; and
- Performs backup duties for other fiscal office staff and other duties as

QUALIFICATIONS:

- Bachelor's Degree required with a major or concentration in accounting, business administration, finance, or a related field;
- Masters of Business Administration or CPA preferred

- Three years of professional experience in accounting, auditing, budgeting, and/or financial analysis with two or more years of experience in governmental accounting preferred;
- Knowledge of GAAP and modified accrual basis accounting;
- Familiarity with Governmental Accounting Standards Board (GASB) preferred;
- Experience with complex bank reconciliations preferred;
- Strong analytical skills; ability to develop and apply complex mathematical
- Ability to analyze, interpret general business periodicals, professional journals, procedures, and governmental regulations;
- Progressively responsible experience with duties relating to general accounting, auditing, budgeting, and/or financial analysis;
- Prior experience with internal or external auditing 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 EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

10.11.2023

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

ACCOUNTANT – CHESAPEAKE PUBLIC CHARTER SCHOOL

POSITION: Accountant - Chesapeake Public Charter School

REPORTS TO: Education Director

LOCATION: Chesapeake Public Charter School

NATURE OF WORK:

The Accountant is responsible for all accounting functions related to the Chesapeake Public Charter School (CPCS) and the Chesapeake Charter School Alliance (CCSA). The employee is responsible for all financial transactions of these matters to include journal entries, forecasting, invoicing, expenditure approval, and budgetary adjustments as well as reporting the results thereof. This person must have the ability to communicate well, both verbally and in writing, to community members, site administrators, and state and local agencies.

ESSENTIAL FUNCTIONS:

- Prepares journal entries, bank reconciliations, and financial reports;
- Reconciles all CPCS expenditures with the general ledgers of St. Mary's County Public Schools;
- Prepares forecasts to ensure funds are spent within legal requirements;
- Provides monthly accounting of income and expenditures for all programs;
- Provides training to CPCS and CCSA staff in accrual basis accounting, internal fiscal controls, and financial report preparation and interpretation;
- Coordinates with SMCPs staff on fixed asset inventory to include sensitive technology items;
- Manages all long term debt and obligations for the CCSA;
- Complies with the financial requirements of SMCPs and CCSA by studying existing and new legislation enforcing adherence to requirements, and advising management of needed actions;
- Depreciates fixed assets and prepares disposal reports for surplus equipment;
- Ensures internal controls are developed and effective for all expenditures with CPCS and CCSA; and
- Is designated as the fiscal liaison for the CPCS and coordinates all accounting activities and reconciliations between the CCSA and SMCPs with a high level of transparency.

DUTIES AND RESPONSIBILITIES:

- Leads audits for CPCS and CCSA;
- Reconciles all accounts, fixed asset/inventory accounts and other financial records;
- Prepares asset, liability, and capital account entries by compiling and analyzing account information;
- Ensures and provides evidence that all CPCS operating funds are properly insured or collateralized as required by law;
- Assists the Education Director in fiscal planning, forecasting and budget development; including preparation of long-range financial projections;
- Substantiates financial transactions by auditing documents;
- Represents the CPCS at professional meetings and conferences as required as well as maintaining professional and technical knowledge by attending educational workshops;
- Reviews and improves financial procedures for all programs at the CPCS and CCSA;
- Examines and analyzes financial documents and accounts;
- Provides financial assistance with applications for Federal and other grant monies;
- Maintains ledgers, journals, and/or other accounting documents and records;

- Monitors and analyzes expenditures made by CPCS and CCSA to ensure compliance with requirements and deadlines;
- Prepares invoices for reimbursement as needed;
- Monitors purchase order status;
- Collects W9's and ensures vendors used directly by CPCS are in good standing;
- Coordinates with SMCPs all vendors needing to be issued a 1099 form;
- Prepares quarterly financial reports and proposed journal entry for updating SMCPs general ledgers with CPCS expenditures;
- Works closely and cooperatively with independent auditors, program auditors, Federal auditors, SMCPs auditors, and MSDE auditors;
- Maintains financial security by following internal controls;
- Maintains records required by policy, regulation, law or good practice and ensures fiscal compliance with all Federal (IRS), State, and Local laws;
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations;
- Performs all fiscal/accounting functions as required by the Education Director;
- Keeps the Education Director informed of activities performed and problems requiring action;
- Communicates with staff and SMCPs personnel on matters pertaining to operating programs;
- Creates a comprehensive set of standard operating procedures; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree required with a major or concentration in accounting;
- Ten years of accounting experience;
- Expertise in the use of spreadsheet software and word processing applications (preferably Microsoft applications);
- Two years proven experience in the use of electronic accounting software required, QuickBooks and SunGard's eFinance software preferred;
- Knowledge of GAAP and modified accrual basis accounting;
- Three years of experience in governmental accounting required, preferably in a school district;
- Prior experience with internal or external auditing;
- Considerable knowledge of governmental accounting to the modified accrual basis as well as non-profit accounting;
- Excellent time management skills and ability to take initiatives and make decisions within assigned area of responsibility;
- Proficiency in the use of technology for individual management, communication, and research;
- Ability to establish and maintain effective working relationships with school officials, the CCSA, representatives of county, the general public, Federal and State agencies;
- Willingness to work overtime to meet deadlines;
- 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 EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 31.

EVALUATION:

Performance in this position will be evaluated by the Education Director in accordance with the provisions of the SMCPs personnel policies and practices.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

ACCOUNTANT FOOD AND NUTRITION SERVICES

POSITION: Accountant Food and Nutrition Services

REPORTS TO: Director of Food Service

LOCATION: Food & Nutrition Services

NATURE OF WORK: This is a skilled professional position responsible for all accounting functions of the Food and Nutrition Services Department of St. Mary's County Public Schools. The employee is responsible for all financial transactions of these matters to include journal entries, forecasting, invoicing, expenditure approval, and budgetary adjustments as well as reporting the results thereof. This person must have the ability to communicate well, both verbally and in writing to community members, site administrators, and state and local agencies.

ESSENTIAL FUNCTIONS:

- Must have a clean driving record and be able to travel between Food & Nutrition central office and various school and office sites;
- Possess effective verbal and written communication skills;
- Follow all rules, policies, and procedures of St. Mary's County Public Schools, along with state and federal regulations relevant to the financial operations of the Food & Nutrition Department;
- Conduct on-site reviews of fiscal operations in schools and offices for compliance with policies, regulations, and laws;
- Communicate findings/results of reviews, including written reports;
- Reconcile all Food and Nutrition Services expenditures with the general ledgers of St. Mary's County Public Schools;
- Prepare forecasts to ensure funds are spent within legal requirements;
- Provide monthly accounting of income and expenditures;
- May provide guidance and instruction to assigned clerical personnel;
- Prepare budget projections based on school meal program data;
- Prepare audit documents, schedules, and reconciliations and work closely and cooperatively with independent auditors, program auditors, Federal auditors, and Maryland State Department of Education (MSDE) auditors;
- Ensures internal controls are developed and effective for the Food and Nutrition Services operations;
- Possesses strong analytical skills; ability to develop and apply complex mathematical calculations.
- Ability to analyze and interpret general business periodicals, professional journals, procedures, and governmental regulations;
- Monitor purchase order status for fixed assets, proper coding, and grant compliance; and
- Ability to establish and maintain effective working relationships with a diverse group of school employees.

DUTIES AND RESPONSIBILITIES:

- Review, reconcile, and audit accounts;
- Submit purchase requisitions and prepare accounting transactions for posting to general and subsidiary ledgers;
- Reconcile and balance accounts to ensure accuracy;

- Assist the Director in fiscal planning, forecasting and budget development and on-going monitoring; including preparation of long-range financial projections;
- Monitor and reviews stale dated checks;
- Implement food and nutrition services fixed asset inventory and reporting procedures, including physical inventories, and updating records;
- Conduct annual physical inventory inspection and assists with all required year-end reporting on behalf of food and nutrition services
- Responsible for food and nutrition services financial reporting to State and Federal agencies on behalf of SMCPS;
- Substantiate financial transactions by auditing documents;
- Prepare invoices for reimbursement as needed;
- Monitor purchase order status;
- Maintain financial security by following internal controls;
- Maintain records required by policy, regulation, law, or good practice and ensures fiscal compliance with all Federal (IRS), State, and Local laws;
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations;
- Perform all fiscal/accounting functions as required by the Director;
- Collaborate with SMCPS Procurement Coordinator for evaluation of Food & Nutrition vendor contracts;
- Perform work independently, following the policies and procedures established for the public school system;
- Collect budget data and recommends budget expenditures; and
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree required with a major or concentration in accounting, business administration, finance, or a related field;
- Five (5) years of professional experience in accounting, auditing, budgeting, and/or financial analysis with two or more years of experience in governmental accounting preferred;
- Knowledge of GAAP and modified accrual basis accounting;
- Familiarity with Governmental Accounting Standards Board (GASB) preferred;
- Experience with complex bank reconciliations preferred;
- Prior experience with internal or external auditing preferred;
- Prior experience with Federal Awards and the Single Audit Act 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.

TERMS OF EMPLOYMENT:

Full-time Twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

06.14.2023