

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

JUNIOR ACCOUNTANT BLUEPRINT REPORTING

POSITION: Junior 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, 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:

- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents and the community in a timely manner
- Knowledge of GAAP and modified accrual basis accounting
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School
- Possess the ability to travel between the central administration and various school and office sites

DUTIES AND RESPONSIBILITIES:

- Provides regular accounting in alignment with the legislatively mandated Blueprint reporting requirements;
- Performs complex journal entries to include year-end accruals and deferrals
- 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
- Performs complex financial analysis and review of the Blueprint funds and recommend approval of funding alternatives, program modifications, and other appropriate revisions
- Reviews, analyzes, and interprets financial data and makes financial recommendations for future initiatives
- Prepares and submits annual financial reporting to the Maryland State Department of Education on 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
- 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
- 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, reviewing, and making recommendations and procedural changes to ensure compliance
- Conducts on-site internal audits/reviews of fiscal operations in schools and offices for compliance with policies, regulations, and laws
- Assists with updating SMCPs Policy and Regulations in the area of fiscal services
- 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
- 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
- Performs backup duties for other fiscal office staff and other duties related and non-related as assigned

QUALIFICATIONS:

Required:

- Bachelor's Degree required, with a major or concentration in accounting, business administration, finance, or a related field
- Three (3) years of professional experience in accounting, auditing, budgeting, and/or financial analysis
- Knowledge of GAAP and modified accrual basis accounting

- 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.
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of Board-owned vehicle.(Board Policy EEBA)

Preferred:

- Masters of Business Administration or CPA
- Two or more years of experience in governmental accounting
- Familiarity with Governmental Accounting Standards Board (GASB)
- Experience with complex bank reconciliations
- Prior experience with internal or external auditing

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 32.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

JUNIOR ACCOUNTANT – CHESAPEAKE PUBLIC CHARTER SCHOOL

POSITION: Junior Accountant - Chesapeake Public Charter School

REPORTS TO: Education Director

LOCATION: Chesapeake Public Charter School

NATURE OF WORK:

The Junior 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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess knowledge of Invoices, purchase orders, and auditing procedures,
- Possess knowledge of local, state, and federal laws pertaining to financial material

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
- Provides financial assistance with applications for Federal and other grant monies
- Maintains ledgers, journals, and/or other accounting documents and records
- 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 SMCPSS 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 SMCPSS 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
- Is designated as the fiscal liaison for the CPCS and coordinates all accounting activities and reconciliations between the CCSA and SMCPSS with a high level of transparency
- 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 W9s and ensures vendors used directly by CPCS are in good standing
- Coordinates with SMCPSS vendors needing to be issued a 1099 form
- Prepares quarterly financial reports and proposed journal entries for updating SMCPSS general ledgers with CPCS expenditures
- Works closely and cooperatively with independent auditors, program auditors, Federal auditors, SMCPSS 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
- Keeps the Education Director informed of activities performed and problems requiring action
- Creates a comprehensive set of standard operating procedures
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required

- Bachelor's Degree required, with a major or concentration in accounting
- Three (3) years of professional experience in accounting, auditing, budgeting, and/or financial analysis
- Considerable knowledge of governmental accounting to the modified accrual basis as well as non-profit accounting
- 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

Preferred:

- Masters of Business Administration or CPA
- Two or more years of experience in governmental accounting

- Familiarity with Governmental Accounting Standards Board (GASB)
- Experience with complex bank reconciliations
- Prior experience with internal or external auditing

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 32.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024

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

JUNIOR ACCOUNTANT FOOD AND NUTRITION SERVICES

POSITION: Junior 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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess knowledge of federal regulations relevant to the financial operations of the Food & Nutrition Department
- Possess the ability to travel between central administration and various school and office sites

DUTIES AND RESPONSIBILITIES:

- Reviews, reconciles, and audits accounts and documents
- Analyzes and interprets general business periodicals, professional journals, procedures, and governmental regulations
- Submits purchase requisitions and prepares accounting transactions for posting to general and subsidiary ledgers
- Conducts on-site reviews of fiscal operations in schools and offices for compliance with policies, regulations, and laws
- Reconciles all Food and Nutrition Services 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 expenditure

- Provides guidance and instruction to assigned clerical personnel
- Prepares budget projections based on school meal program data
- Prepares audit documents, schedules, and reconciliations, and works 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
- Monitor purchase order status for fixed assets, proper coding, and grant compliance
- Assists the Director in fiscal planning, forecasting budget development, and on-going monitoring including preparation of long-range financial projections
- Monitors and reviews stale dated checks
- Implements food and nutrition services fixed asset inventory and reporting procedures, including physical inventories, and updating records
- Conducts annual physical inventory inspection and assist 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
- Prepares invoices for reimbursement as needed
- Monitors purchase order status
- Maintains financial security by following internal controls
- Maintains records required by policy, regulation, law, or good practice and ensure fiscal compliance with all Federal (IRS), State, and Local laws
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations
- Collaborates with SMCPS Procurement Coordinator for evaluation of Food & Nutrition vendor contracts
- Performs work independently, following the policies and procedures established for the public school system
- Collects budget data and recommends budget expenditures
- Performs other related and non-related duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's Degree required, with a major or concentration in accounting, business administration, finance, or a related field
- Three (3) years of professional experience in accounting, auditing, budgeting, and/or financial analysis
- Knowledge of GAAP and modified accrual basis accounting
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of Board-owned vehicle. (Board Policy EEBA)

Preferred:

- Masters of Business Administration or CPA
- Two or more years of experience in governmental accounting
- Familiarity with Governmental Accounting Standards Board (GASB)
- Experience with complex bank reconciliations
- Prior experience with internal or external auditing

TERMS OF EMPLOYMENT:

Full-time Twelve-month position.

SALARY GRADE RANGE:

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BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024