

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

FISCAL/RECORDS SPECIALIST

POSITION: Fiscal/Records Specialist

REPORTS TO: Supervisor of Accounting, Auditing and Procurement

LOCATION: Department of Fiscal Services

NATURE OF WORK:

Under the general direction of the Supervisor of Accounting, performs a variety of accounts receivable tasks, applies accepted policies and/or procedures to the preparation and maintenance of funds due to the School System. Acts as the point of contact for the contracted temporary staffing billing process, to include collection, reconciliation, and submission for payment. Also performs various duties relating to the management and security of inventory and fiscal records. Works independently and performs all duties under minimal supervision.

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
- Ability to work under pressure
- Ability to flex working hours
- Knowledge of electronic document storage
- Knowledge of contracted temporary staff processing
- Knowledge of school system clerical processes
- Ability to do light lifting for purposes of filing and related duties
- Possess excellent time management skills and the 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

DUTIES AND RESPONSIBILITIES:

- Point of contact for all items associated with preparing, reconciling, and submitting for payment the invoice for our contracted temporary staff
- Prepares reports and/or analysis required by auditors in the areas of accounts receivable, contracted temporary staff costs, bank deposits, and inventory
- Implements fixed asset inventory and reporting procedures, including physical inventories and updating records
- Performs batch verification, internal control functions duties for the Accounts Payable unit
- Oversees document disposal for the department
- Works closely with the Supervisor of Accounting for receivables aging past 90 days
- Prepares documents for scanning
- Scans and files all fiscal services documents into an electronic document storage system

- Maintains an invoice book and updates procedures relating to the cash receipting process
- Prepares, mails, and tracks invoices as requested/needed
- Collects cash, and checks and prepares all receipts for deposit utilizing the system's accounting software
- Researches unknown payments for proper coding
- Prepares disposal reports for surplus equipment
- Conducts annual physical inventory inspection and assist with all required year end reporting
- Develops and maintains Standard Operating Procedures (SOPs) for assigned responsibilities
- Performs processes to create new vendors in the accounting software used by the School System
- Continuously updates vendor database to include W9 collection, addresses, points of contact, etc.
- Posts surplus equipment for sale utilizing the system's current vendor
- Trains school and office staff on scanning/record retention processes
- Develops financial estimates and analysis in support of facility use activities
- Support the management of the facility usage software as the primary point of contact
- Support the management of the fiscal elements supporting facility usage activities
- Acts as a help desk for questions regarding facility usage activity financial procedures
- Reviews facility use applications for compliance with policy and procedures
- Verifies correct account coding for curriculum related school bus travel and collects fees
- Assists with phone coverage for the department
- Submits maintenance work orders for the department
- Reconciles the contracted temporary staffing invoices
- Verifies charges and forecasts funding availability for contracted temporary staff via purchase orders
- Monitors purchase order status for contracted temporary staff to include proper coding, and funding availability
- Monitors compliance with policies and regulations related to records retention and inventory
- Works with the Administrative Assistant in collecting and distributing mail for the department
- Orders office supplies for the Fiscal Services and Human Resource Departments
- Prepares requisitions for the Fiscal Services and Human Resource Departments
- Greets guests and assists with providing directions to visitors
- Assists accountant with year-end fixed asset and inventory reporting
- Participates in seminars or other in-service activities to enhance knowledge of laws, policies, and regulations, and provides practices for fiscal compliance and general school operations
- Performs other related and non related job duties as assigned

QUALIFICATIONS:

Required:

- Associate degree
- Three (3) years of professional accounting or bookkeeping experience
- Thorough working knowledge of office equipment, and technology , including demonstrated intermediate knowledge of Microsoft Excel, Word, PowerPoint, and Google Applications
- 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:

- Major in accounting or business
- Knowledge of eFinance software
- Two (2) years of professional accounting or bookkeeping experience within a school system

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 24.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated: 07.2024