

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

HIGH SCHOOL FINANCIAL ASSISTANT

POSITION: High School Financial Assistant

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

The High School Financial Assistant performs responsible financial bookkeeping, clerical, and accounting work in a high school. Work involves maintaining a complete accounting system for the receipt and disbursement of school and student activity funds in accordance with established Board policies and procedures; preparing and maintaining school financial bookkeeping records and reports; and performing all related requirements. This position assists students with daily accounting tasks as part of the Banking Course.

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
- 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:

- Manages the school bank and supervises student bank tellers
- Receives and disburses school activity fund monies and fees
- Prepares and makes bank deposits
- Prepares financial and sales tax reports
- Audits and reconciles bank statements
- Prepares monthly reports for activity fund sponsors that verify the financial status of various accounts
- Provides mid-year and year-end financial reports to SMCPs' internal auditor
- Assists banking teacher with accounting instruction
- Receives and counts money collected from various school organizations
- Verifies the accuracy of required deposit summaries
- Prepares deposit slips; deposits monies in bank; credits appropriate accounts
- Verifies authorization on check requests and vendor billings, and verifies that original source documents are provided
- Prints checks; secures appropriate signatures; debits appropriate accounts

- Files Maryland State Sales and Use Tax reports
- Maintains source documents from which school business and operational reports required by SMCPS, state, federal, and other authorities are prepared
- Prepares or assists in preparation of such periodic and special school business and operational reports as may be required
- Assists with accounting instruction as part of student lab experience for Banking Course
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High school diploma or GED
- Three (3) years of experience in clerical accounting or bookkeeping
- Considerable experience with Quicken, QuickBooks, or other financial software packages
- Knowledge of Maryland Sales and Use Tax law
- 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:

Considerable knowledge of bookkeeping and accounting principles, techniques, procedures, and methods preferably in a school setting

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 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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