



# PLEASE POST

**REGINA ARMSTRONG**  
Superintendent of Schools  
ADMINISTRATION OFFICE

**RODNEY GILMORE, Ed. D.**  
Associate Superintendent for Human Resources  
HUMAN RESOURCES DEPARTMENT

June 3, 2024

JOB POSTING # 53

## 2024 - 2025 SCHOOL YEAR VACANCY

**POSITION:** **FINANCIAL MANAGER CLERK**

**LOCATION:** District

**DUTIES:** The Financial Manager Clerk will take on various administrative tasks and will assist in the on-going maintenance of records and vendor accounts, as well as prepare state reports. The Financial Manager Clerk will assist in the appropriate and safe handling of the 21<sup>st</sup> Century Grant program financial records, forms, correspondence, and documents. Must be able to communicate with the HUFSD Business Office.

- Maintain 21<sup>st</sup> Century Grant Program accounting system.
- Lead planning and forecasting activities and budget with partners, to achieve business success and 21<sup>st</sup> Century Grant Program goals.
- Review financial reports – budget narrative.
- Prepare financial forecasts.
- Monitor financial details to ensure the grant complies with state guidelines and stays within budget constraints.
- Analyze expenditures and cashflow.
- Develop and interpret data for reporting purposes.
- Manage the 21<sup>st</sup> Century Grant Program budget.
- Review and process payments of vendors for business office
- Maintain an accurate filing and record keeping system for all financial reports.
- Adhere to state deadlines of all financial reporting.
- Knowledge of all FS-10 reports and FS-25 reports, guidelines, and deadlines.
- Prepare flyers, registration forms and all necessary documents for 21<sup>st</sup> Century Grant Program events and activities.



**QUALIFICATIONS:**

- Bachelor's degree in accounting or finance and/or 2-3 years of relevant experience
- Proven knowledge of ability to effectively carry out basic financial procedures.
- Ability to work productively with limited supervision and under stress of deadlines.
- Ability to follow directions and work as a member of the 21<sup>st</sup> Century Grant Program team.
- Ability to maintain confidentiality.
- Good written and verbal communication skills
- Proficient in Microsoft Word and Excel

**DATES:** July 1, 2024, through June 30, 2025

**HOURS:** 5:00 P.M. – 6:00 P.M. (maximum of 5 hours per week)

**COMPENSATION:** Contractual (Funding Source – 21<sup>st</sup> Century Grant)

**CLOSING DATE:** June 14, 2024

**APPLICATION PROCEDURE:** To apply click this link [www.olasjobs.org/hempstead-ufsd](http://www.olasjobs.org/hempstead-ufsd)

*Rodney Gilmore, Ed. D*

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