



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

FINANCIAL ANALYST

POSITION:

Financial Analyst

LOCATION:

TBD

POSITION SUMMARY:

Responsibilities include assisting the Director of Transportation by providing professional financial analysis. Duties include monitoring, analyzing and evaluating compliance with established policies and procedures regarding payments to bus contractors. The staff analyst must be able to utilize bus payment software, Microsoft Excel, GPS software and routing/trip software. The person must have knowledge of transportation policies, procedures, and regulations; and excellent communication skills both verbally and written with school staff, state and local agencies, bus drivers and bus contractors.

REPORTS TO:

Director of Financial Analyst

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. An associate's degree or 60 credits in accounting, business administration or finance from an accredited college or university.
2. A minimum of three years of accounting or finance experience preferred.

KNOWLEDGE, ABILITIES, AND SKILLS:

1. Ability to utilize procedures and contract language to calculate, prepare and pay bus contractors for routes, trips and all other facets of transportation.
2. Knowledge of student transportation routing and use of routing/trip software.
3. Knowledge of GPS and use of GPS tracking software.
4. Knowledge of bus payment software.
5. Knowledge of Calvert County Policies and Procedures.
6. Proficiency in Microsoft Office and Office 365, especially Excel.
7. Excellent oral and written communication skills.
8. Excellent customer service skills and ability to diffuse situations.
9. Excellent planning and organizational skills.
10. Demonstrated ability to collaborate with various members of the organization. Excellent planning and organizational skills.
11. Ability to exercise good judgment in making decisions.
12. Proven ability to carry an assignment to its completion with minimum supervision.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Utilize different software products to process bus contractor pay.
2. Compose and send pay notifications to bus contractors.
3. Survey, calculate and publish current and up to date fuel rates.
4. Calculate, prepare and pay all field trip payments to bus contractors.
5. Calculate, prepare and pay all summer school bus route pay to bus contractors.
6. Calculate, prepare and pay benefit trust payments to CareFlex.
7. Calculate, prepare and pay Driver Safety Meeting Pay.
8. Calculate, prepare and pay Driver Sick Leave Pay.

9. Prepare and maintain bus contracts for all route and temporary route buses.
10. Calculate, prepare and deduct pay for contractors failing to run routes.
11. Maintain and utilize Bus Driver/Contractor software.
12. Utilize GPS software to generate various reports for data analysis.
13. Utilize routing/trip software to generate various reports for data analysis.
14. Calculate and review Transportation budget items for the Director.
15. Monitor CPI & Prime Rate to forecast and calculate items for Attachment 1 of the bus contract.
16. Update Attachment 1 to the bus contract as needed.
17. Participate as a member of the Transportation Team in meetings.
18. Create any reports as needed for the Transportation Department.

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.) Performs related work as required or assigned by the Director of Transportation or Chief Operations Officer.

PHYSICAL DEMANDS:

Work is essentially sedentary.

UNUSUAL DEMANDS:

Will be subject to a flexible work schedule.

TERMS OF EMPLOYMENT:

Twelve (12) month position. Wage commensurate with qualifications and experience applied to the current Calvert County Public Schools wage schedule for support employees (Grade 27: \$33.80/hr - \$43.80/hr). If selected for this position, the candidate must enroll in direct deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated annually in accordance with the policy on evaluation established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – <https://calvertnet.k12.md.us>.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and

Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
 - Director of Human Resources
- 443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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