



Human Resources Office

102 S. Hickory Avenue
Bel Air, Maryland 21014
410-588-5226 - www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

Revised 10/12/2021

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

**FINANCIAL SPECIALIST – GRANTS
CENTRAL OFFICE - BUSINESS SERVICES**

POSITION SUMMARY:

This position works closely with the grants accountant in managing grants within the restricted fund. The Financial Specialist will communicate with numerous administrative staff, the school’s independent auditors, state auditors from various agencies, and federal auditors. Reporting, accounting, and record keeping are critical aspects of the position to ensure proper accounting for all grants. The Financial Specialist will monitor grants to ensure funds are used in a timely and appropriate manner.

- *This is a grant funded assignment to be in effect through September 30, 2023.*
- *Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.*

DUTIES AND RESPONSIBILITIES INCLUDE

- Prepares accounting and reporting, for state and federal grants.
- Assists in financial monitoring of grants.
- Ensures compliance with all applicable federal and state laws and regulations related to the restrictions applicable to each grant.
- Prepares and distributes monthly grant expenditure reports.
- Supports and assists in the preparation, reconciliation, and submission of the Annual Financial Report to MSDE.
- Develops periodic, reoccurring, and special reports as required. Conducts all research necessary to verify the accuracy of expenditures charged to the general ledger.
- Assists in responding to audit requests by state and federal agencies as well as external auditors on matters pertaining to grants.
- Assists in the preparation of the Schedule of Expenditures of Federal Awards (SEFA) and other necessary audit schedules for the school system’s independent auditors.
- Assists in month-end and year-end close of all funds.
- Assists in the maintenance of general ledger system files in an integrated financial management system.
- Performs reconciliation of detailed ledgers for all monthly revenue accounts as required.
- Performs uploads and downloads of financial data between an integrated financial management system and analytical tools as required.
- Assists in the preparation and maintenance of various account analyses in Microsoft Excel format as directed.
- Works with grant programmatic staff to reconcile independent grant expenditure records to the general ledger.
- Assists grant programmatic staff with an understanding of the Financial Reporting Manual for Maryland Schools and the US Office of Management and Budget’s Uniform Guidance in order to maintain appropriate compliance with grant requirements.
- Manages the physical movement and maintenance of financial record archives.
- Maintains the confidentiality of information.
- Performs other work-related duties as assigned.

SALARY

Salary range based on the FY 2021-2022 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.
Grade A - Salary Range: \$69,052 - \$83,429

REQUIREMENTS

- Bachelor's degree from an accredited college or university in accounting or a related field.
- Three years' experience in accounting required. Additional experience may be applied in lieu of a bachelor's degree.
- Governmental accounting or auditing experience and grants accounting or auditing experience is preferred.
- Proficient in the use of Microsoft Office Suite software programs and integrated financial management software programs.
- Basic knowledge of U.S. Office of Management and Budget (OMB) Uniform Guidance pertaining to reporting of federal financial assistance is preferred.
- Excellent planning and organizational skills.
- Excellent interpersonal and oral/written communication skills.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE