



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: [talentmanagement@hcps.org](mailto:talentmanagement@hcps.org)

[www.hcps.org](http://www.hcps.org)

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

9/27/23
















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.

### ADMINISTRATIVE SUPPORT COORDINATOR – SCHOOL FINANCE Central Office – Business Services

Provides administrative financial support and proficiency to all elementary and secondary level administrative support staff and principals. Performs administrative support duties which require expertise, initiative, discretion, and independent judgment.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE










*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

-  Assists in the development of professional development relating to school spending within the operating budget and school funds via school activity funds, purchasing cards and reimbursements.
-  Facilitates training and professional development for administrative support employees relating to school budgeting processes and practices.
-  Performs bookkeeping duties, as necessary, in the absence of a school bookkeeper.
-  Serves as the liaison between the Business Services Office and school-based administrative support employees as it relates to school finances.
-  Follows up on internal and external audit findings related to school financial matters to ensure transactional changes have been implemented properly.
-  Prepares and manages electronic and printed correspondence.
-  Creates, composes, edits, and manipulates documents using Microsoft Office Suite.
-  Assists in administration of ancillary business software systems to ensure proper accounting for financial transactions, including but not limited to School Funds Online, School Cash Online, and school system P-card programs.
-  Drafts and updates forms, letter templates, and commonly used documents.
-  Assists in updating procedures for school-related financial activities.
-  Verifies procedures related to school activity funds and purchasing cards are in place at the school level.
-  Arranges and confirms appointments, exercising judgment concerning priorities.
-  Prepares, maintains, and promptly submits reports and reconciliations.
-  Communicates effectively with the school principal and staff, as applicable.
-  Performs other work-related duties as assigned.

#### SALARY

Grade 10 of the HCEA-ESP Salary Schedule for 12-Month Clerical (\$51,085).

## TRAINING AND EXPERIENCE REQUIRED

-  High school diploma or GED.
-  Five years of successful clerical experience, three of which must include bookkeeping experience requiring discretion and independent judgment.
-  Experience with executive level clerical duties preferred.
-  Demonstrated proficiency in Microsoft Office software programs.
-  Demonstrated proficiency in maintenance of standard accounting and financial records.
-  Excellent written and verbal communication skills.
-  Able to maintain the confidentiality of information.
-  Excellent interpersonal skills; customer-service oriented.
-  Excellent planning, organizational, and time-management skills.

## HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online applications will be accepted for this vacancy until Wednesday, October 18, 2023. **Candidates that apply by Tuesday, October 3, 2023, will receive first consideration.**

The Board of Education of Harford County Public 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 involving **students, refer to:** Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 375-0408](tel:4103750408) or [Kenneth.miller@hcps.org](mailto:Kenneth.miller@hcps.org); Involving **all other members of the school community, refer to:** Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 809-6087](tel:4108096087) or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**