

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

December 3, 2024

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.

ACCOUNTANT **Department of Business Services**

This skilled professional position is part of the finance department and works with (confidential and complex) financial tasks to include accounting, auditing, and budgeting. The accountant works with other HCPS finance staff and shares in the responsibilities for numerous accounting functions of the school system to ensure compliance with the legislatively mandated (Blueprint) and internal reporting requirements. The accountant collaborates with various HCPS departments and schools daily to ensure funds are used timely and appropriately.

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.

-  Prepares monthly accounting of income and expenditures in alignment with state requirements.
-  Prepares reporting for state and federal funds, to include reporting required related to the Blueprint for Maryland's Future statutes.
-  Assists in financial monitoring of all funds.
-  Ensures compliance with all applicable federal and state laws and regulations.
-  Prepares and distributes monthly internal reports to end users.
-  Prepares and provides monthly, quarterly and annual Blueprint financial reporting to the Maryland State Department of Education.
-  Develops periodic, recurring, and special reports as required. Conducts all research necessary to verify the accuracy of expenditures charged to the general ledger.
-  Contributes to responding to audit requests by state and federal agencies as well as external auditors.
-  Participates 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.
-  Supports the functions of subledger accounting, which may include but not limited to, Accounts Payable, Accounts Receivable, Cash Management, and Fixed Assets.
-  Performs maintenance and reconciliation of detailed ledgers for 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 as directed.
-  Works with programmatic staff to reconcile independent expenditure records to the general ledger.
-  Assists grant programmatic staff with an understanding of the Financial Reporting Manual for Maryland Schools to maintain appropriate compliance with grant requirements.
- Manages the physical movement and maintenance of financial record archives.
- Maintains the confidentiality of information.

SALARY

-  Performs other work-related duties as assigned.
-  This is a full-time twelve-month position. Salary range based on Grade A of the FY 2024-2025 AHCATSP Salary Schedule for Non-Certificated, Technical and Supervisory Personnel. Starting Salary: \$77,244– Maximum Earnings Potential \$101,921.
-  Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>
-  HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
-  For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage: <https://www.hcps.org/departments/HumanResources/Default.aspx>
-  For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the AHCATSP Negotiated Agreement: <https://www.hcps.org/boe/collectivebargaining.aspx>
-  FLSA: Exempt

TRAINING AND EXPERIENCE REQUIRED

-  Bachelor's degree from an accredited college or university in accounting or a related field.
-  Three years' experience in accounting required.
-  Governmental accounting or auditing experience and grants accounting or auditing experience preferred.
-  Proficient in the use of Microsoft Office Suite software programs and integrated financial management software programs.
-  Excellent planning and organizational skills.
-  Excellent interpersonal and oral/written communication 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. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted for this vacancy until the position is successfully filled. **Candidates who apply by Thursday, December 12, 2024 will receive immediate consideration.**

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](https://www.hcps.org) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](https://www.hcps.org) and found on HCPS' homepage.