



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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www.hcps.org

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

December 19, 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.

### BUDGET ANALYST – POSITION CONTROL Central Office – Business Services

This position is responsible for maintaining position control within the school system. Plans, directs, and performs fiscal accounting activities involving the maintenance of position control and position budgets; expected to work independently with minimum direction in the production of timely, accurate financial information. To provide guidance and consultation to departmental staff responsible for budget development and monitoring of expenditures and revenues.

#### 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.*

-  Maintains employee position budgets for head count and FTE's within the school system HR software module.
-  Serves as liaison to school system budget managers, including principals, program managers, department managers, and senior staff members.
-  Provides analytical support for all aspects of budgeting, accounting, and reporting of financial data for Harford County Public Schools in the area of position control.
-  Conducts independent analysis and works closely with the Human Resources Office in the control and processing of position "personnel actions".
-  Makes recommendations and provides technical assistance on budget development and use of resources, while taking into account administrative priorities, availability of resources, and the impact on programs.
-  Analyzes and aligns salary dollars of budgeted positions, monitors actual to budget variances, and determines potential resolutions to variances.
-  Prepares staff listings for schools and departments; resolves all position discrepancies.
-  Provides position budget forecasts for the Budget Office.
-  Works closely with the grant administration office to assure grant employees are assigned to proper position and grant accounts. Maintains budgetary grant information for use by the Budget Office.
-  Serves as liaison between the Business Services Office and the Human Resources Office in the management of position control.
-  Assists the grant accountant with resolving budget to actual variances for grant budgets.
-  Trains Harford County Public School's staff in the position management process.
-  Prepares quarterly financial reports for the Special Education Office for unrestricted expenditures to include briefing the Director of Special Education on the financial status of the special education department.
-  Collaborates with other members of the Budget Office, assists with the preparation, design, and publication of the Annual Operating Budgets.

## SALARY

- Attends board work sessions and board meetings, as required, to assist in addressing board concerns and questions.
- Performs detailed and complex analysis of operating and grant budget expenditures.
- Retrieves and inputs data into and across various software programs, including Oracle, Lawson, Microsoft Office, Crystal Reports, and Adobe Acrobat software.
- Maintains the confidentiality of HCPS records, financial data, and information
- Performs other work-related duties as assigned.

This is a twelve-month position. Salary range based on the FY 2024-2025 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals Personnel. Starting Salary: \$104,407 – Maximum Earnings Potential \$137,762.

Full salary schedules can be found at

<https://www.hcps.org/departments/humanresources/vacancies.aspx>.

HCPS offers an expansive benefits package including 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:

<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, finance, or related field. Master's degree or Certified Public Accountant (CPA) certification is preferred.
- Four years of experience in operating budget and finance formulation, budget review, and management; position control experience is preferred.
- Thorough knowledge of the principles and practices of fund accounting, and governmental budgeting.
- Exceptional technical ability required with the ability to develop, implement, and maintain a highly complex reporting system for budgetary data and both financial and position control.
- Able to participate in the collection and analysis of management information as it relates to budgetary planning and unit cost accounting; able to write and edit narrative reports and budget materials.
- Proficient in the use of Oracle, Lawson, Microsoft Office Suite, Crystal Reports, and Adobe Acrobat software programs.
- Excellent written and oral communication skills with the ability to establish working relationships with others.

## 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 the position is successfully filled. *Candidates who apply by **January 6, 2025**, 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](mailto: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](mailto:Renee.McGlothlin@hcps.org). Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) 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: \(hcps.org\)](#) and found on HCPS' homepage.*

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**