



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

April 14, 2025

















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.

SUPERVISOR OF FINANCE Central Office – Business Services Effective July 1, 2025




To assist the Director of Finance in performing the essential functions of the Finance Office of Harford County Public Schools. A highly independent position requiring supervisory skills in addition to accounting, reporting, payroll, and accounts payable knowledge.

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.









-  Shares supervisory responsibility for Finance Department personnel with the Director of Finance.
-  Assists in preparing annual financial statements and the Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP).
-  Prepares and reviews journal entries.
-  Develops and prepares reports and distribute to all schools, offices and external agencies, as necessary.
-  Responds to inquiries from all schools, offices, and outside contacts.
-  Assists in managing and coordinating all audits.
-  Shares responsibility for accounting tasks related to all Funds.
-  Oversees daily banking transactions.
-  Prepares or reviews monthly bank reconciliations, as necessary.
-  Reconciles balance sheet accounts.
-  Reconciles payroll tax returns.
-  Maintains Chart of Accounts.
-  Implements appropriate internal controls.
-  Assures compliance with applicable laws and regulations.
-  Maintains the confidentiality of information.
-  Performs other work-related duties as assigned.

SALARY

-  This is a full-time twelve-month position. Salary range based on the FY 2024-2025 AHCATSP (Grade I) Salary Schedule for Non-Certificated, Technical and Supervisory Personnel. Starting Salary: \$124,353 – Maximum Earnings Potential \$164,081.
-  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.

TRAINING AND EXPERIENCE REQUIRED

-  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

-  Bachelor's degree from an accredited college or university in accounting, finance, or a related field.
-  Certified Public Accountant certification.
-  Five years of experience in a related field including 3 years of supervisory experience. Experience in governmental accounting is preferred.
-  Highly proficient in the use of Microsoft Office Suite software programs and integrated financial management software programs. Experience with Oracle Cloud software preferred.
-  Able to work independently.
-  Able to train staff at desk-side or in front of a group.
-  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 Wednesday, April 23, 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. 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: \(hcps.org\)](#) 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