



Human Resources Office

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www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

July 9, 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.

ASSISTANT SUPERVISOR – GRANTS AND REPORTING **Central Office – Business Services**

A highly independent position requiring written and oral communications with numerous administrative staff, the school system independent auditors, state auditors from various agencies, and federal auditors. Complex reporting, accounting, and record keeping functions related to all financial aspects of the school system with a focus on grants/restricted accounts. Regulatory interpretation requires high levels of judgment and analysis with significant risk of financial penalties. Monitors grants to result in maximum, timely use of available funds and preserves operating budget funds for other uses.

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.

-  Supervises, assigns and evaluates the work of department staff as required.
-  Prepares complex accounting, reporting, and monitoring for over 125 grants exceeding \$30 million in restricted funds.
-  Coordinates with all grant administrators in the school district and state for financial reporting.
-  Works in conjunction with the department supervisors, principals, Executive Leadership and the Coordinator of Grants in preparing all grant budgets and applications.
-  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.
-  Reconciles, prepares, and submits the Annual Financial Report to MSDE.
-  Responds to audit requests by state and federal agencies.
-  Prepares and submits reports to state and federal agencies as requested.
-  Submits requests for revenue reimbursement from various grant funding sources including the Maryland State Department of Education (MSDE), Harford County, and direct federal agencies.
-  Prepares responses to all legal requests for financial information.
-  Prepares the Schedule of Expenditures of Federal Awards (SEFA) and other necessary audit schedules for the school systems independent auditors.
-  Supports, assists, and coordinates activities of the school system independent auditors on all matters related to grants.
-  Coordinates, facilitates, and responds to audits as required.
-  Ensures that fixed and indirect costs are correctly charged to grants.
-  Supports and assists in month-end close of all funds.

SALARY

- Supports and assists in the maintenance of general ledger system files in an integrated financial management system.
- Maintains and reconciles general ledger accounts monthly.
- Performs uploads and downloads of financial data between an integrated financial management system and analytical tools as required.
- Supports and assists in the preparation of annual financial statements for all funds on budgetary basis and GAAP basis, in accordance with GASB pronouncements.
- Prepares and maintains various account analyses in Microsoft Excel format, as directed.
- Maintains confidentiality of information.
- Performs other work-related duties as assigned.

- This is a twelve-month position. Salary range based on the FY 2025-2026 AHCATSP (Grade G) Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals Personnel. Starting Salary: \$111,779 – Maximum Earnings Potential \$147,489.
- 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 business, accounting, finance, or a related field. Master's degree, CPA, or other national certification in finance, accounting, or auditing preferred.
- Five years experience in accounting and/or finance required.
- Three years in a supervisory position required.
- Governmental accounting, grants accounting or related auditing experience preferred.
- Highly proficient in the use of Microsoft Office Suite software programs and integrated financial management software programs. Experience in Oracle preferred.
- Knowledge of U.S. Office of Management and Budget (OMB) circulars 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 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 applications will be accepted for this vacancy until the position is successfully filled. *Candidates who apply by 11:59 PM on **Wednesday, July 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