

Account Clerk V Office of Accounting

*A complete application includes all application materials, proof of education and three supervisory references. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS. References must be updated annually. Applicants must submit all required materials by the closing date.*

Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

DESCRIPTION

Under the direction of the Coordinator of Finance, the Account Clerk V shall perform general technical and clerical accounting responsibilities for various funds. This position performs a range of duties as related to the Howard County Public School System's accounting processes and may be assigned to work areas such as accounts payable, accounts receivable, billing and collection.

ESSENTIAL POSITION RESPONSIBILITIES

- Application of working knowledge of general accounting to school district financial transactions.
- Perform a variety of accounting functions such as compiling and sorting documents, calculating and verifying amounts, and inputting or posting transactions to accounts via Workday Financial System.
- Ensure that all fiscally related operations are processed according to school board policies and regulations.
- Prepare work papers and provide supporting documentation for the annual audit processes.
- Assist in special projects.
- Assist in internal and external financial report preparation.
- Perform clerical and technical accounting work and resolve problems.
- Monitor and reconcile accounts related to supplier accounts.
- Perform monthly accounts payable/receivable reconciliations for one or more balance sheet accounts.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- High school diploma or GED equivalent.

Experience:

- Three (3) years of work experience in the accounting field or the successful completion of an accounting or finance internship to include:
 - Work experience with general ledger accounting or accounts payable systems.
 - Demonstrated proficiency with current technology, including Internet and web-based applications and Microsoft Office, specifically Word, Excel, and PowerPoint programs.

PREFERRED QUALIFICATIONS

- Associate degree in Accounting, Finance, or a related field.
- Five (5) years of successful work experience with accounts payable systems for a K-12 school or governmental system.

SALARY:

This is a 12 month, Grade 11 position on the HCEA-ESP Secretaries and Assistants salary scale (<https://www.hcpss.org/f/employment/esp-agreement.pdf>). Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

Under the HCPSS Telework Program, this position may have flexible work from home options available. Approval is based on the needs of the department and the school system.

Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

A complete online application and all application materials, including **three** supervisory reference surveys, must be submitted by the closing date to be considered. One reference from a current supervisor is required from current HCPSS employees.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript (upload with application)
- Cover letter
- Resume

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

For questions regarding this vacancy, please contact:

Laurie Watts
Human Resources Business Partner
Office of Human Resources
Laurie_watts@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.