

Accountant III

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Coordinator of Finance, the Accountant III will facilitate preparing, reviewing, analyzing, and submitting grant and other financial reports for the Howard County Public School System. The ideal candidate possesses proven knowledge of accounting principles, practices, standards, laws, and regulations as well as strong analytical skills and acute attention to detail and accuracy.

ESSENTIAL POSITION RESPONSIBILITIES

- Perform the day-to-day general accounting tasks for grants, including, monthly and quarterly reconciliations, expense reports, and journal entries
- Work collaboratively in planning, preparing, reviewing, analyzing, and submitting grant financial reports
- Prepare and ensures data integrity within all monthly, quarterly, and annual financial reports
- Through reporting procedures, evaluates financial activities to recommend gaps and possible solutions within established business processes
- Identify opportunities for continuous improvement of grant financial processes based on best practices and in accordance with federal and state laws and regulations, Board of Education policy, Generally Accepted Accounting Principles (GAAP), and governmental reporting standards promulgated through the Governmental Accounting Standards Board (GASB)
- Assist with annual financial processes, financial statements, audits, and reports, including the Annual Comprehensive Financial Report (ACFR), the Single Audit, and related grant financial reports
- Review and interprets quantitative and qualitative data analysis as related to financial transactions, records, processes, and reports
- Work collaboratively with department, division, and school system colleagues and stakeholders

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 qualifications listed below to be considered for the vacancy.

Education:

- Bachelor's degree from an accredited college or university in Accounting, Finance, or a related area.

Experience:

- Three (3) years of accounting, auditing, or finance work experience that demonstrates:
 - On-the-job accounting experience with federal, state, or privately issued grants
 - Experience with project accounting
 - Experience in various aspects of grants management, from assistance in new grant applications, to the tracking, analyzing, journalizing, and reporting of grant activities

PREFERRED QUALIFICATIONS

- Master's Degree from an accredited college or university in Accounting, Finance, or a related area.
- Five (5) years of accounting, auditing, and/or finance work experience with government accounting and financial reporting duties with a working knowledge of Uniform Guidance CFR 200
- Certified Public Accountant (CPA) or governmental accounting certifications such as the Association of School Business Officials (ASBO), International School Finance & Operations (SFO) certification, the Government Finance Officers Association (GFOA), or Certified Public Finance Officer (CPFO) certification.
- Five (5) years of experience in a preK-12 public school system or education setting in the preparation of annual comprehensive financial reports.
- Advanced computer skills in the use of databases, Microsoft Office Suite, and accounting software such as Workday, Oracle, SAP, or similar integrated ERP systems.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

All interviewed applicants will be issued a skills assessment to demonstrate their knowledge of grant accounting in meeting the position's stated minimum qualifications.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee bargaining unit. The current salary range for this position is on the Central Office and School Based salary scale, Grade 24, \$70,607 - \$116,973. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is 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.

Dr. Michael J. Martirano, Superintendent

HCPSS encourages vaccination against COVID-19 as a continuous mitigation strategy for the health and wellbeing of students and staff.

APPLICATION REQUIREMENTS

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.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@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. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. 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.