

Coordinator of Accounting

The Howard County Public School System (HCPSS) is one of the leading 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 Controller, the Coordinator of Accounting will supervise, monitor and evaluate all day-to-day accounting activities, including developing and implementing systems for collecting, analyzing, verifying and reporting financial information.

ESSENTIAL POSITION RESPONSIBILITIES

- Coordinates and manages the daily operations of the accounting department including the routine processing of accounts payable and receivable, cash receipts approvals, and settlement runs.
- Provides financial and analytical data, information, and feedback to facilitate strategic decision-making.
- Prepares routine reconciliation of general ledger accounts, monitors cash forecasting, performs revenue and expenditure variance analysis, and capital assets reconciliations.
- Prepares regular financial reports to keep the CAO and Controller informed about the financial affairs of the system.
- Works collaboratively with budget team staff members and participates in budget processes.
- Identifies, develops, and implements process improvement opportunities.
- Prepares and presents financial planning and data analysis presentations to school district leaders and the Board of Education.
- Manages banking operation sites and performs transactions.
- Establishes and enforces proper accounting methods, policies, and principles.
- Enforces the collection of revenues in the manner provided by law and policy.
- Oversees custody, safekeeping and investing, as permitted by law, of all funds and securities belonging to or by law deposited with, distributed to or handled by the school system.
- Performs the month-end and year-end financial process.
- Documents and tests internal controls, improves systems and procedures, and initiates corrective actions.
- Develops long-range financial plans for the school system, including cash flow projections and scenarios.
- Performs oversight of school activity accounting including ensuring monthly reconciliations are completed and an annual report is prepared.
- Demonstrates ability to communicate effectively, both orally and in writing.
- Models best practice components of customer service.
- Compiles monthly financial reports including supporting the reporting on budget to actuals on a monthly basis.
- Supports the development, implementation and continuous improvement of the Division of Administration's data integrity and verification procedures.

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 of the following 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 field.

Experience:

- Two (2) years of supervisory experience in an accounting or budget office.
- Five (5) years of accounting, budget, or other financial experience in a government setting or public service organization.
- Experience preparing the Annual Comprehensive Financial Report (ACFR) or similar reports.
- Experience preparing and presenting monthly, quarterly, and annual compliance/regulatory reports.
- Experience with budget process; ensures departments are utilizing software properly and produces quarterly departmental reports for distribution.
- Experience with spreadsheets, databases, word processing and emerging technology and information services.
- Demonstrated ability to lead, organize, coordinate, and implement programs, develop effective relationships; prioritize and manage complex projects.

PREFERRED QUALIFICATIONS

- CPA, CPFO, SFO or other related certifications.
- Previous work experience in governmental or public school system accounting or budget.
- Experience using Workday Human Capital Management System or other HCM system(s).

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.

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 Association of Supervisors and Administrators, Non-Certificated Supervisory (HCASA-NCS) employee bargaining unit. The starting salary range for this position is on the Non-Certificated Supervisors salary scale, \$107,000 - \$151,190. Step placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA-NCS

which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor.

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 documents) required to verify that you meet the minimum qualifications.
- All supplemental materials (i.e.: resume, letter of introduction, and 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.