

School Financial Bookkeeper

*A complete application includes all application materials, proof of education and two supervisory references received by the closing date. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS received by the closing date.*

References must be updated annually.

Applicants must submit all required materials by the closing date.

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

Description:

Under the supervision of the school principal, the School Financial Bookkeeper will perform duties associated with the effective financial operation of the school for the school activity fund, as well as the school materials of instruction accounts. This is a bondable position which requires a high degree of accuracy, accountability and confidentiality. Work is reviewed periodically for accuracy and conformance with general instructions by the Principal or designated school administrator.

Essential Job Functions:

- Maintains all school financial records, including generalized and specialized files
- Ability to maintain HCPSS prescribed accounting and internal control procedures over school activity funds

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

Examples of Work:

- Communicating with Principal on internal/fiscal controls for school activity accounts
- Training school account managers on school activity fund accounting policies and procedures
- Preparing and submitting timely monthly financial reports for the school activity fund
- Ensuring established procedures are followed including securing onsite funds, preparing deposit slips and transporting all receipted funds to the bank within established timeframes
- Preparing monthly bank reconciliations
- Responding to Account Manager inquiries and distributing monthly account balance reports
- Maintaining and monitoring office petty cash fund
- Processing requisitions and verifying invoices for prompt payment
- Complying with sales tax collection and remittance procedures
- Preparing checks for disbursement based on approved voucher
- Monitoring student obligation records and other amounts due to the school
- Assist Principal with school use of materials of instruction budgeted funds by reconciling available budgets and preparing and submitting invoices to the Central Office for payment

- Ensuring school compliance with the HCPSS Manual of Policies and Procedures for Administering School Activity Funds, including maintaining required documentation and preparing and submitting required reports
- Preparing and submitting salary vouchers for the school as necessary
- Preparing reports and correspondence as necessary
- Receiving and responding to written and telephone inquiries from vendors, parents, staff and/or others
- Processing and monitoring orders for supplies, equipment and textbooks in the prescribed computer system in accordance with HCPSS policies and procedures
- Performing financial analysis, including monitoring cash flow and forecasting cash needs
- Provide information and assistance to internal and external auditors upon request

Minimum Qualifications:

Two years of general office experience, at least one of which must have involved working with accounting or bookkeeping records. Six semester hours of accounting may be substituted for one year of experience in bookkeeping. Official college transcript is required.

Applicants must meet all of the qualifications listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.

Education:

High school diploma or equivalent. Foreign credentials must be evaluated as US high school diploma or above.

Required Knowledge, Skills and Abilities:

- Communicating effectively both orally and in writing with school administrators, central office financial personnel, internal and external auditors, etc.
- Thorough knowledge of record keeping methods and bookkeeping methods
- Knowledge of Maryland sales tax laws
- Experience with budgeting procedures and budgetary process as well as billing procedures
- Oral and written communication to include preparation of correspondence, business English, spelling, punctuation and grammar, and office procedures
- Proficiency with computer technology in the office setting including various word processing, spreadsheet and database software programs
- Basic operating knowledge of other office equipment
- Excellent organizational and time management skills
- Ability to work independently with minimal supervision

Required Licenses:

Valid drivers' license.

Salary:

This is a 10 month, Grade 8 position on the HCEA-ESP Secretaries and Assistants salary scale (<https://www.hcpss.org/f/employment/esp-salary-scales-2022.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.**

Application:

A complete online application and all application materials, including **two** reference surveys from current or previous supervisors, must be submitted by the closing date to be considered.

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 (**must be scanned and uploaded to the application**)
- Cover letter and resume

For questions regarding this vacancy, please contact:

Natasha Mahasa
Recruitment Specialist
Office of Human Resources
Natasha_Mahasa@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.

Equal Opportunity Employer

HCPSS is an Equal Opportunity Employer and Prohibits Discrimination, Harassment and Retaliation of Any Kind: HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants. HCPSS is committed to the principle of equal

Dr. Michael J. Martirano, Superintendent

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.

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.