

Accounting Clerk

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 Accounting Clerk shall perform general technical and clerical accounting responsibilities for various funds. This position performs a range of duties 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 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.

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 Technical Central Office and School Based salary scale, **Grade XI, \$19.69 - \$35.75/hour**. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement which considers relevant prior experience. 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.

APPLICATION REQUIREMENTS

Please complete the online application in a timely manner. There will be a pre-screening of applicant credentials before inviting candidates in for an interview. **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 experience 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) are required to verify that you meet the minimum qualifications.

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

For questions regarding this vacancy, please contact:

Denise Lee
Recruitment Specialist
Office of Human Resources
Denise_Lee@hcpss.org



Office of Human Resources
10910 Clarksville Pike
Ellicott City, MD 21042
Nicole M. Carter, Executive Director

Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.