
CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678



NOTICE OF VACANCY
(Date)

POSITION: STAFF ACCOUNTANT

JOB SUMMARY: Under direction of the Director of Finance, the Staff Accountant provides professional accounting services of a specific, technical, sensitive, and/or confidential nature. Duties include analyzing, monitoring, and evaluating compliance with capital projects reporting requirements, providing detailed financial analysis, and assisting the schools with the management of the School Activity Funds. The Staff Accountant is required to be highly attentive to details, exercise good judgment, follow instructions given by the immediate supervisor, and work independently with minimal supervision. Work requires considerable technical judgment to ensure accurate and timely accounting of financial transactions.

REPORTS TO: Director of Finance

KNOWLEDGE, ABILITIES AND SKILLS: (These are pre-employment knowledge, abilities and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. A Bachelor's Degree in Business Administration, Accounting, or Finance required.
2. A minimum of three years' experience in public or governmental accounting preferred.
3. Excellent verbal, written communication and human relations skills.
4. Demonstrated proficiency in the use of personal computers and software applications, including word processing and spreadsheets (Microsoft preferred).
5. Demonstrated proficiency in organization skills and exceptional attention to detail.
6. Proven ability to work with a minimum of direct supervision and to carry a project to its completion.
7. Willingness and ability to work beyond the normal workday as needed to meet deadlines and attend or participate in occasional meetings.
8. Demonstrated ability to exercise good judgment in making decisions, handling telephone calls, and composing letters and memoranda.
9. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
10. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS:

1. Assist in maintaining a financial accounting system compliant with all federal, state, and local laws and regulations.
2. Assist in providing accurate and timely financial reporting.
3. Assist in the preparation of audit schedules and the financial statements.
4. Prepare journal entries and reconcile bank accounts, in addition to various general ledger and subsidiary accounts.
5. Maintain capital project accounts, to include: analyzing for accuracy, reconciling accounts, submitting requests for reimbursement to state and county governments, reviewing outstanding purchase orders and receivables.
6. Compile and maintain a record of fixed assets for annual reporting.
7. Participates in the annual budget preparation process; budgetary monitoring and control
8. Prepare payments for financial processing and reimbursement reports to outside agencies.
9. Calculate receivables, payables, prepaid expenses, and other audit working papers for the annual audit.
10. Assist auditors to assure timely completion of annual reports.
11. Prepare monthly and annual state reports and adhere to due dates for timely submission to include 941 forms and quarterly unemployment insurance reporting.
12. Provide assistance in other areas of the department, as requested, to provide for a continuity of fiscal services.
13. Provide training and assistance to the school based Financial Secretaries on the management of School Activity Funds to include software training, proper expenditure coding, review of bank reconciliations, and the monitoring of financial policies and procedures

ESSENTIAL JOB FUNCTIONS: (continued)

14. Provide training and assistance to the school based Financial Secretaries on the management of School Activity Funds to include software training, proper expenditure coding, review of bank reconciliations, and the monitoring of financial policies and procedures
15. Assist in the management and oversight of the student transportation budget.
16. Interact well with co-workers and provide outstanding customer service.
17. Comes to work promptly every day.
18. Thinks, concentrates, and interacts positively with others.
19. Work extended hours daily and work flexible hours as necessary.
20. Work well under stress and meet all deadlines.

OTHER JOB DUTIES: Perform other tasks as required or assigned by the Director of Finance.

LICENSES OR CERTIFICATES: None

PHYSICAL DEMANDS: Work is performed in a typical office environment and may require minimal lifting. Position requires significant periods of sedentary work using a computer, monitor, and mouse, but may also include periods of standing and walking.

UNUSUAL DEMANDS: May be required to work flexible hours as necessary.

TERMS OF EMPLOYMENT: Twelve (12) month position and salary commensurate with qualifications applied to the current salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

FLSA STATUS: Non-exempt.

EVALUATION: Performance will be evaluated annually in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

APPLICATION PROCEDURE: Application deadline is (date) at 4:30 pm.

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity to meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
1305 Dares Beach Road
Prince Frederick, MD 20678
410-535-1700

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481.