

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

**ACCOUNTANT – CHESAPEAKE PUBLIC CHARTER SCHOOL**

**POSITION:** Accountant - Chesapeake Public Charter School

**REPORTS TO:** Education Director

**LOCATION:** Chesapeake Public Charter School

**NATURE OF WORK:**

The Accountant is responsible for all accounting functions related to the Chesapeake Public Charter School (CPCS) and the Chesapeake Charter School Alliance (CCSA). The employee is responsible for all financial transactions of these matters to include journal entries, forecasting, invoicing, expenditure approval, and budgetary adjustments as well as reporting the results thereof. This person must have the ability to communicate well, both verbally and in writing, to community members, site administrators, and state and local agencies.

**ESSENTIAL FUNCTIONS:**

- Prepares journal entries, bank reconciliations, and financial reports;
- Reconciles all CPCS expenditures with the general ledgers of St. Mary's County Public Schools;
- Prepares forecasts to ensure funds are spent within legal requirements;
- Provides monthly accounting of income and expenditures for all programs;
- Provides training to CPCS and CCSA staff in accrual basis accounting, internal fiscal controls, and financial report preparation and interpretation;
- Coordinates with SMCPSS staff on fixed asset inventory to include sensitive technology items;
- Manages all long term debt and obligations for the CCSA;
- Complies with the financial requirements of SMCPSS and CCSA by studying existing and new legislation enforcing adherence to requirements, and advising management of needed actions;
- Depreciates fixed assets and prepares disposal reports for surplus equipment;
- Ensures internal controls are developed and effective for all expenditures with CPCS and CCSA; and
- Is designated as the fiscal liaison for the CPCS and coordinates all accounting activities and reconciliations between the CCSA and SMCPSS with a high level of transparency.

**DUTIES AND RESPONSIBILITIES:**

- Leads audits for CPCS and CCSA;
- Reconciles all accounts, fixed asset/inventory accounts and other financial records;
- Prepares asset, liability, and capital account entries by compiling and analyzing account information;
- Ensures and provides evidence that all CPCS operating funds are properly insured or collateralized as required by law;
- Assists the Education Director in fiscal planning, forecasting and budget development; including preparation of long-range financial projections;
- Substantiates financial transactions by auditing documents;
- Represents the CPCS at professional meetings and conferences as required as well as maintaining professional and technical knowledge by attending educational workshops;
- Reviews and improves financial procedures for all programs at the CPCS and CCSA;
- Examines and analyzes financial documents and accounts;
- Provides financial assistance with applications for Federal and other grant monies;
- Maintains ledgers, journals, and/or other accounting documents and records;

- Monitors and analyzes expenditures made by CPCS and CCSA to ensure compliance with requirements and deadlines;
- Prepares invoices for reimbursement as needed;
- Monitors purchase order status;
- Collects W9's and ensures vendors used directly by CPCS are in good standing;
- Coordinates with SMCPs all vendors needing to be issued a 1099 form;
- Prepares quarterly financial reports and proposed journal entry for updating SMCPs general ledgers with CPCS expenditures;
- Works closely and cooperatively with independent auditors, program auditors, Federal auditors, SMCPs auditors, and MSDE auditors;
- Maintains financial security by following internal controls;
- Maintains records required by policy, regulation, law or good practice and ensures fiscal compliance with all Federal (IRS), State, and Local laws;
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations;
- Performs all fiscal/accounting functions as required by the Education Director;
- Keeps the Education Director informed of activities performed and problems requiring action;
- Communicates with staff and SMCPs personnel on matters pertaining to operating programs;
- Creates a comprehensive set of standard operating procedures; and
- Performs other duties as assigned.

#### QUALIFICATIONS:

- Bachelor's Degree required with a major or concentration in accounting;
- Ten years of accounting experience;
- Expertise in the use of spreadsheet software and word processing applications (preferably Microsoft applications);
- Two years proven experience in the use of electronic accounting software required, QuickBooks and SunGard's eFinance software preferred;
- Knowledge of GAAP and modified accrual basis accounting;
- Three years of experience in governmental accounting required, preferably in a school district;
- Prior experience with internal or external auditing;
- Considerable knowledge of governmental accounting to the modified accrual basis as well as non-profit accounting;
- Excellent time management skills and ability to take initiatives and make decisions within assigned area of responsibility;
- Proficiency in the use of technology for individual management, communication, and research;
- Ability to establish and maintain effective working relationships with school officials, the CCSA, representatives of county, the general public, Federal and State agencies; and
- Willingness to work overtime to meet deadlines.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 31.

#### EVALUATION:

Performance in this position will be evaluated by the Education Director in accordance with the provisions of the SMCPs personnel policies and practices.

#### BARGAINING UNIT ELIGIBILITY: EASMC-ESP