

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

CONTRACT AND FISCAL SPECIALIST

POSITION: Contract and Fiscal Specialist

REPORTS TO: Director of Design and Construction

LOCATION: Division of Supporting Services

NATURE OF WORK:

This is highly specialized work in compiling, verifying, recording, and reporting financial and contract information for the Division of Supporting Services in the Department of Design and Construction. Work involves responsibility for a broad range of accounting and procurement activities from recording of data to preparing reports. While work may include general clerical tasks, the fiscal and contractual aspects of work are the primary allocation factor. The incumbent for this position must be highly skilled in Microsoft Word, Excel, Adobe Professional, SharePoint, and PowerPoint. The position requires financial reconciliation with State and local funding sources. Prior training or experience in E-Finance or other computerized accounting systems is required. Incumbent will be responsible for reviewing procurement and contract documents for completeness and consistency with procurement and contract policies and procedures. Experience in preparing presentation materials is desirable. Good communication skills are required as this person will deal with a variety of callers and visitors on a daily basis. In addition, the candidate must be proficient in producing correspondence, assembling contracts, and bid specifications. The work is performed under the general supervision of the Director of Design and Construction.

ESSENTIAL FUNCTIONS:

- Ability to use proficiently Microsoft Word, Excel, PowerPoint, Adobe Professional and SharePoint in order to complete assigned tasks;
- Knowledge of clerical bookkeeping and accounting principles, techniques, procedures, and methods;
- Knowledge of public procurement practices for design and construction services;
- Ability to maintain accounting records and to prepare reports from such records;
- Ability to accurately and timely prepare reports, letters, inventories, and presentations; and
- Maintain office filing utilizing an existing filing system including comprehensive capital projects files.

DUTIES AND RESPONSIBILITIES:

- Maintains Capital Improvement Program (CIP) accounts, gathers invoices and submits requisitions for payment from vendors and contractors on a weekly basis and handles other transactions as directed by the Director and/or project management coordinators;
- Reconciles fund balances on a monthly basis and maintains detailed financial spreadsheets on all CIP projects;
- Prepares draft invitations to bids and request for proposals. Reviews final documents for completeness and consistency with State and local requirements;
- Submits advertisements and bid documents on e-Maryland Marketplace;
- Prepares bid tabulations and supporting documents for recommendation for contract awards;
- Prepares and coordinates Request for Quotes (RFQ) and confers with vendors to obtain price quotes;
- Researches and procures supplies, materials and equipment for staff as requested;
- Prepares and completes requests for reimbursement for QZAB, ASP, and other State funded projects;

- Works within the E-finance system to enter requisitions for payment, purchase orders, performs queries and runs reports as needed;
- Maintains database of certified Minority Business Enterprises (MBE) subcontractors. Tracks MBE participation on all CIP projects, including the required monthly reports from MBE firms and prime contractors. Prepares quarterly and annual reports on MBE participation;
- Communicates with vendors, contractors, and local and State funding sources regarding requisitions, applications for payment, and reimbursements as necessary;
- Greets all visitors to the department and handles all incoming telephone calls;
- Prepares and types letters, contracts, bid specifications, memoranda, presentations, etc.;
- Assists with public bid openings;
- Prepares shipments; receives, opens, sorts, and distributes mail;
- Maintains orderly office routine;
- Supervises temporary clerical personnel and interns when necessary;
- Composes letters, reports, etc., for the signature of Director;
- Maintains current telephone listings for State and local agencies as well as contractors and vendors;
- Attends meetings and takes minutes when required;
- Assists with budget preparation;
- Maintains procedures for county, state, and federal and school board policies affecting offices or schools;
- Maintains Director's and project management coordinators' appointment calendars, sets appointments and arranges meetings as directed;
- Maintains closeout binders for State funded project that consolidate all required State forms and information;
- Updates web pages for the Department of Design and Construction; and
- Performs other duties as assigned or requested by Director.

QUALIFICATIONS:

- High school diploma is required; college-level courses in accounting preferred;
- Three (3) years of experience in the area of clerical bookkeeping and accounting principles, techniques, procedures, and methods, required;
- Two (2) years of experience using public procurement practices for design and construction services, required;
- Considerable knowledge of various accounting documents and their uses in accounting systems;
- Knowledge of county, State, and federal accounting, and reporting requirements;
- Ability to read and comprehend legal contracts;
- Ability to make arithmetical computations rapidly and accurately;
- Ability to maintain accounting records and to prepare reports from such records;
- Ability to establish and maintain effective working relationships with others;
- Ability to communicate effectively, orally, and in writing;
- Skill in the operations of office machines, including related calculators, computers, laptops, large format printers, and scanners; and
- Considerable knowledge of office software programs is required, with emphasis on Word, Excel, PowerPoint, Adobe Professional, SharePoint. For Excel, the applicant must have the ability to use formulas and link multiple cells in multiple spreadsheets.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based EASMC-ESP salary schedule for twelve-month seven hour employees – Range 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP