

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

**HIGH SCHOOL FINANCIAL ASSISTANT**

**POSITION:** High School Financial Assistant

**REPORTS TO:** Site Administrator

**LOCATION:** Various Locations

**NATURE OF WORK:**

Performs responsible financial bookkeeping, clerical, and accounting work in the high school. Work involves maintaining a complete accounting system for the receipt and disbursement of school and student activity funds in accordance with established Board policies and procedures; preparing and maintaining school financial bookkeeping records and reports; and performing all related requirements. Assists students with daily accounting tasks as part of the Banking Course.

**ESSENTIAL FUNCTIONS:**

- Manages the school bank and supervises student bank tellers;
- Receives and disburses school activity fund monies and fees;
- Prepares and makes bank deposits;
- Prepares financial and sales tax reports;
- Audits and reconciles bank statements;
- Prepares monthly reports for activity fund sponsors that verify the financial status of various accounts;
- Provides mid-year and year-end financial reports to SMCPS' internal auditor;
- Assists banking teacher with accounting instruction;
- Assists the principal by relieving him/her of financial clerical details;
- Projects a positive image of the school to the school community and the public;
- Utilizes technology to perform tasks; and
- Reports to work daily and on time.

**DUTIES AND RESPONSIBILITIES:**

- Receives and counts money collected from various school organizations;
- Verifies the accuracy of required deposit summaries;
- Prepares deposit slips; deposits monies in bank; credits appropriate accounts;
- Verifies authorization on check requests and vendor billings; verifies that original source documents are provided;
- Prints checks; secures appropriate signatures; debits appropriate accounts;
- Files Maryland State Sales and Use Tax reports;
- Maintains source documents from which school business and operational reports required by SMCPS, state, federal, and other authorities are prepared; prepares or assists in preparation of such periodic and special school business and operational reports as may be required;
- Assists with accounting instruction as part of student lab experience for Banking Course; and
- Performs other related duties as required.

**QUALIFICATIONS:**

Graduation from high school (or GED) including or supplemented by specialized courses in accounting and/or bookkeeping; three years of experience in clerical accounting/bookkeeping work; or any combination of experience and training that would provide the following knowledge, abilities, and skills:

- Considerable experience with Quicken, QuickBooks, or other financial software packages;
- Considerable knowledge of bookkeeping and accounting principles, techniques, procedures, and methods preferably in a school setting;
- Some knowledge of Maryland Sales and Use Tax law;
- Ability to make decisions in accordance with established school policies and procedures;
- Ability to communicate courteously and tactfully with students, teachers, parents, and the general public;
- Ability to work under a minimum amount of supervision;
- Ability to maintain integrity and confidentiality;
- Ability to communicate effectively, orally, and in writing; and
- Skill in the operations of office machines, including related computers, typewriters, and calculators.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 13.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP