

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

ACCOUNTANT

POSITION: Accountant
REPORTS TO: Supervisor of Accounting, Auditing and Procurement
LOCATION: Department of Fiscal Services

NATURE OF WORK: The Accountant will work with other SMCPS accountants and share in the responsibilities for numerous accounting functions of the school system. These areas include but are not limited to: local and state capital construction projects, internal fiscal compliance, school activity funds, inventory and fixed assets, grant accounting, and bank reconciliations, for St. Mary's County Public Schools (SMCPS). 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. This position will be responsible for training school-based staff in regards to these areas.

ESSENTIAL FUNCTIONS:

- Must have a clean driving record and be able to travel between central administration and various school and office sites;
- Conducts on-site reviews of fiscal operations in schools and offices for compliance with policies, regulations, and laws;
- Communicates findings/results of reviews, including written reports;
- Provides monthly accounting of income and expenditures for capital construction programs and grant programs;
- Provides training to internal staff in accrual basis accounting, internal fiscal controls, and financial report preparation and interpretation;
- Maintains and updates School Activity Fund financial accounting and reporting procedures manual;
- Develops and maintains Standard Operating Procedures (SOPs) for assigned responsibilities;
- Prepares Federal and State grant financial reports as required by the respective grant awards;
- Allocates and prorates indirect charges and fringe benefits to Federal, State, and Local programs;
- Provides monthly accounting of income and expenditures for restricted programs;
- Performs monthly bank reconciliations for payroll and general disbursements accounts;
- Complies with financial requirements by studying existing and new legislation enforcing adherence to requirements, and advising management of needed actions;
- Considerable knowledge of state and local guidelines for the accounting of construction programs;
- Implements fixed asset inventory and reporting procedures, including physical inventories and updating records;
- Depreciates fixed assets and prepare disposal reports for surplus equipment;
- Conducts annual physical inventory inspection and assist with all required year end reporting;
- 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, representatives of county, the general public, federal and state agencies;

- Assists with updating SMCPs Policy and Regulations in the area of fiscal services; and
- Willingness to work beyond the normal duty day to meet deadlines.

DUTIES AND RESPONSIBILITIES:

- Manages the fiscal elements supporting facility usage activities;
- Reconciles capital construction accounts, and other financial records;
- Prepares asset, liability, and capital account entries by compiling and analyzing account information;
- Provides fiscal guidance to assist grant administrators in the preparation and execution of restricted funds;
- Acquires and maintains considerable knowledge of federal and state guidelines for restricted and construction projects;
- Substantiates financial transactions by auditing documents;
- Represents the school district at professional meetings and conferences as required as well as maintaining professional and technical knowledge by attending educational workshops;
- Acts as a help desk for questions regarding school activity financial procedures;
- Reviews and improves financial procedures for capital construction programs;
- Examines and analyzes financial documents and accounts;
- Maintains ledgers, journals, and/or other accounting documents and records for grants and capital construction programs;
- Monitors purchase order status for fixed assets;
- Reviews and improves financial procedures for fixed asset programs;
- Monitors and analyzes expenditures made by others to ensure compliance with requirements and deadlines;
- Prepares invoices for reimbursement of construction expenditures;
- Monitors outstanding and stale dated checks;
- Works closely and cooperatively with independent auditors, program auditors, Federal auditors, and Maryland State Department of Education (MSDE) auditors;
- Maintains financial security by following internal controls;
- Maintains records required by policy, regulation, law or good practice;
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations;
- Keeps the supervisor informed of activities performed and problems requiring action; and
- Performs backup duties for other fiscal office staff and other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree required with a major or concentration in accounting, business administration, finance, or a related field;
- Eight years of professional experience budgeting, accounting, or related practical field required, with two or more years of experience in governmental accounting preferred;
- Knowledge of GAAP and modified accrual basis accounting;
- Experience with complex bank reconciliations preferred;
- Progressively responsible experience with duties relating to general accounting, auditing, budgeting, and/or financial analysis; and
- Prior experience with internal or external auditing preferred.

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.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP