

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
NON-CERTIFICATED POSITION DESCRIPTION**

**FISCAL/RECORDS SPECIALIST**

**POSITION:** Fiscal/Records Specialist

**REPORTS TO:** Supervisor of Accounting, Auditing and Procurement

**LOCATION:** Department of Fiscal Services

**NATURE OF WORK:**

Under the general direction of the Supervisor of Accounting, performs a variety of accounts receivable tasks, applies accepted policies and/or procedures to the preparation and maintenance of funds due to the School System. Acts as the point of contact for the contracted temporary staffing billing process, to include collection, reconciliation, and submission for payment. Also performs various duties relating to the management and security of fiscal records. Works independently and performs all duties under minimal supervision.

**ESSENTIAL FUNCTIONS:**

- Prepares, mails, and tracks invoices as requested/needed. (Invoices will include but are not limited to: Facility Usage, Non-Resident Tuition, Health Insurance, Field Trips, Etc.);
- Collects cash, checks and prepares all receipts for deposit;
- Researches unknown payments for proper coding;
- Acts as the point of contact for all items associated with preparing, reconciling, and submitting for payment the invoice for our contracted temporary staff;
- Performs batch verification, internal control functions duties for the Accounts Payable unit;
- Maintains an invoice book and updates procedures relating to the cash receipting process;
- Prepares documents for scanning;
- Scans and files all fiscal services documents into an electronic document storage system;
- Works closely with the Supervisor of Accounting for receivables aging past 90 days;
- Trains and gives support on electronic document storage system scanning;
- Prepares reports and/or analysis required by auditors in the areas of accounts receivable, contracted temporary staff costs, and bank deposits;
- Performs processes to create new vendors in the accounting software used by the School System;
- Assists schools with training in the area of school activity funds;
- Provides limited coverage to schools for school activity funds;
- Monitors compliance with policies and regulations related to records retention; and
- Light lifting for purposes of filing and related duties.

**DUTIES AND RESPONSIBILITIES:**

- Trains school and office staff on scanning/record retention processes;
- Assists accountant in developing financial estimates and analysis in support of facility use activities;
- Reviews facility use applications for compliance with policy and procedures;
- Verifies correct account coding for curriculum related school bus travel and collects fees;
- Assists with phone coverage for the department;
- Trains new secretaries in the area of school activity funds;
- Provides limited site coverage for vacancies relating to school activity funds;
- Reconciles the contracted temporary staffing invoices;

- Verifies charges and forecasts funding availability for contracted temporary staff via purchase orders;
- Works with the Administrative Assistant in collecting and distributing mail for the department;
- Orders office supplies for the Fiscal Services and Human Resource Departments;
- Prepares requisitions for the Fiscal Services and Human Resource Departments;
- Greets guests and assists with providing directions to visitors;
- Assists accountant with coding of food service invoices;
- Participates in seminars or other in-service activities to enhance knowledge of laws, policies, regulations, and provides practices for fiscal compliance and general school operations; and
- Other duties, as assigned.

**QUALIFICATIONS:**

- Associate's Degree required with a major in accounting or business;
- Bachelor's Degree preferred with a major in accounting or business;
- Five (5) years of professional accounting or bookkeeping experience, or demonstrated financial analysis/record keeping experience;
- Demonstrated proficiency in use of technology – MS Office / Google – and related office equipment;
- Strong communication and interpersonal skills, including issuance of written reports;
- Knowledge of eFinance software a plus;
- Knowledge of electronic document storage a plus;
- Knowledge of contracted temporary staff processing a plus;
- Preference for school system clerical knowledge including school activity funds;
- Must be able to work with frequent interruptions, work under deadlines and pressure to meet scheduled and unscheduled deadlines;
- Skill and ability to communicate orally and in writing with individuals within and outside the school system;
- Proven ability to work with a minimum of direct supervision and to carry a project to its completion, including exercising good judgment and in making decisions; and
- Willingness and capability to work beyond the normal workday as needed to meet deadlines and attend or participate in occasional meetings.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on CEASMC salary schedule for twelve-month seven hour employees – Range 23.

**BARGAINING UNIT ELIGIBILITY:** CEASMC