



AN EQUAL OPPORTUNITY EMPLOYER

## Harford County Public Schools

Human Resources Office  
102 S. Hickory, Bel Air, Maryland 21014  
Telephone 410-588-5238

### PERSONNEL VACANCY

PLEASE POST

### CLERK-ACCOUNT I, 12-MONTH

<b>LOCATION:</b>	Edgewood High School
<b>POSITION SUMMARY:</b>	Under close supervision, to perform general accounting clerical duties including computations, bookkeeping, general typing, and filing
<b>ESSENTIAL FUNCTIONS INCLUDE:</b>	<p><i>These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.</i></p> <ul style="list-style-type: none"><li>▶ Processes approved forms and documents for payment</li><li>▶ Maintains a filing system of financial transactions</li><li>▶ Prepares periodic reports on the status of accounts and funds as directed</li><li>▶ Communicates with persons relative to fiscal matters by way of the telephone or correspondence</li><li>▶ Performs periodic checks on financial records to verify their accuracy</li><li>▶ Maintains accurate records on all fiscal transactions</li><li>▶ Compiles data base on simple research techniques and elementary statistical compilations involving understanding of departmental programs, policies, and procedures</li><li>▶ Performs other work-related duties as assigned</li></ul>
<b>SALARY:</b>	Grade 3 of the Salary Schedule for 12-Month Clerical (\$26,450) Internal candidates – contact the Staffing Department for salary range <i>*Salary stated reflects the 2008-2009 HCESC Salary Schedule.</i>
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>▶ High school diploma or GED</li><li>▶ Proficient in the use of Microsoft Office software</li><li>▶ One year of successful experience in accounting or related field.</li></ul>
<b>DEADLINE:</b>	Applications must be returned to the Human Resources Office no later than Tuesday, July 7, 2009. A resume will not be accepted in lieu of an application.
<b>APPLICATIONS:</b>	Applications are available on-line at <a href="http://www.hcps.org">www.hcps.org</a> or may be obtained at any Harford County Public Schools location or the Human Resources Office.

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications, 410-588-5203.

**June 22, 2009**