



AN EQUAL OPPORTUNITY EMPLOYER

**PLEASE POST**

## **Harford County Public Schools**

Human Resources Office  
102 S. Hickory Avenue, Bel Air, Maryland 21014  
Telephone 410-588-5226  
www.hcps.org

### **ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES**

Responsible for the business administration of the school system including public school finance, planning, development, operation, and implementation of the Operating and Capital budgets, payroll, auditing, accounting, purchasing and procurement, risk management, Food and Nutrition Services operations, and compliance with all Federal, State, and local laws, regulations, policies, and procedures related to the financial management of the school system.

#### **DUTIES AND RESPONSIBILITIES INCLUDE:**

*These items 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.*

- Serves as a member of the HCPS Leadership Team.
- Serves as the chief financial officer of the school system.
- Directs and oversees the activities of the Finance, Budget, Purchasing, Risk Management, Internal Auditor, and Food and Nutrition Services Departments and coordinates activities with those of other departments in the organization.
- Directs and monitors the work of the Internal Auditor in accordance with the work plan approved by the Board of Education.
- Oversees the planning, development, and implementation of the school system's budget process including overall budget strategy, community input, alignment with the Strategic Plan, prioritization of needs, and evaluating and monitoring financial performance.
- Assists in the preparation, implementation, and administration of the Board of Education budgets.
- Oversees the development and management of the Operating and Capital Budgets.
- Maintains a system of accounts that will ensure accurate and dependable fiscal reporting of all funds.
- Maintains a schedule of cash flow and invests all funds in excess of those needed for current operations, monitors cash flow and maximizes the use of resources by implementing cost savings programs, generating investment income and cost effective borrowing.
- Oversees internal and external audit plans.
- Prepares financial statements and other management information reports.
- Directs the activities of school fund accounting.
- Procures bonds in such form and amount as shall be determined by the Board of Education.
- Serves as liaison between Business Services and other departments of the system and local, state, and federal agencies.
- Provides service in all areas related to finance and accounting.
- Obtains and manages property, liability, and vehicle insurance.
- Monitors compliance reporting to local, state, federal and private sources.
- Oversees the risk management program, liability insurance, tax deferred plans, disability insurance, worker's compensation, and payroll function.
- Obtains and coordinates the worker's compensation insurance program.
- Serves on a variety of system wide committees and workgroups, including collective bargaining teams.
- Interprets and enforces Federal, State, and local laws, and Board of Education regulations, policies, and procedures.
- Interacts and communicates with employees, community members, and political leaders in a collaborative manner.
- Performs other work-related duties as assigned.

**SALARY:**

This is a twelve-month administrative position with twenty days of annual leave. Annual salary is \$131,595.

**REQUIREMENTS:**

- Master's degree from an accredited college or university in the area of business administration, finance, accounting, education or a related field.
- Certified Public Accountant license prefer.
- Five years of successful administrative experience in a related area.
- Experience in governmental accounting required.
- Experience with Maryland school system financial management preferred.
- Proven leadership and problem solving skills.
- Excellent customer service skills.
- Effective communication skills both oral and written with diverse populations.
- Ability to address the multiplicity of issues affecting budgeting and financial management in a large school system.
- Demonstrated administrative ability and experience in a continuous improvement environment.
- Proficiency with computer technology and Microsoft Office Suite

**APPLICATION:**

Individuals meeting the employment qualifications for the position and desiring to be a candidate may obtain an application from our web site, [www.hcps.org](http://www.hcps.org), any of the Harford County Public Schools, or from the Human Resources Office at 102 S. Hickory Avenue, Bel Air, Maryland 21014. A resume will not be accepted in lieu of an application.

**DEADLINE:**

Applications must be returned to the Human Resources Office no later than 4:00 p.m. on September 10, 2010.

July 15, 2010

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 Director of Public Information at 410-588-5203.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***