



## Human Resources Office

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

AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

**MAY 3, 2024**

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

# ACCOUNTANT BUSINESS SERVICES OFFICE

### POSITION SUMMARY:

This skilled professional position is part of the finance department and works with (confidential and complex) financial tasks to include accounting, auditing, and budgeting. The accountant works with other HCPS finance staff and shares in the responsibilities for numerous accounting functions of the school system to ensure compliance with the legislatively mandated (Blueprint) and internal reporting requirements. The accountant collaborates with various HCPS departments and schools daily to ensure funds are used timely and appropriately.

### DUTIES AND RESPONSIBILITIES INCLUDE

- Prepares monthly accounting of income and expenditures in alignment with state requirements.
- Prepares reporting for state and federal funds, to include reporting required related to the Blueprint for Maryland's Future statutes.
- Assists in financial monitoring of all funds.
- Ensures compliance with all applicable federal and state laws and regulations.
- Prepares and distributes monthly internal reports to end users.
- Prepares and provides monthly, quarterly and annual Blueprint financial reporting to the Maryland State Department of Education.
- Develops periodic, recurring, and special reports as required. Conducts all research necessary to verify the accuracy of expenditures charged to the general ledger.
- Assists in responding to audit requests by state and federal agencies as well as external auditors.
- Assists in month-end and year-end close of all funds.
- Assists in the maintenance of general ledger system files in an integrated financial management system.
- Assists in the maintenance and reconciliation of fixed asset records.
- Performs reconciliation of detailed ledgers for all monthly revenue accounts as required.
- Performs uploads and downloads of financial data between an integrated financial management system and analytical tools as required.
- Assists in the preparation and maintenance of various account analyses as directed.
- Works with grant programmatic staff to reconcile independent expenditure records to the general ledger.
- Assists grant programmatic staff with an understanding of the Financial Reporting Manual for Maryland Schools to maintain appropriate compliance with grant requirements.
- Manages the physical movement and maintenance of financial record archives.
- Maintains the confidentiality of information.
- Performs other work-related duties as assigned.

### SALARY

Salary range based on the FY 2023-2024 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.  
Grade A - \$76,102  
May increase with additional education and experience

### REQUIREMENTS

- Bachelor's degree from an accredited college or university in accounting or a related field.
- Three years' experience in accounting required.
- Governmental accounting or auditing experience and grants accounting or auditing experience preferred.
- Proficient in the use of Microsoft Office Suite software programs and integrated financial management software programs.
- Excellent planning and organizational skills.
- Excellent interpersonal and oral/written communication skills.

**HOW TO APPLY** | Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

**DEADLINE** | Online applications will be accepted for this vacancy until the position is successfully filled. **Candidates who apply by Friday, May 17, 2024 will receive immediate consideration.**

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools Involving **students, refer to:** Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410) 375-0408 or [Kenneth.Miller@hcps.org](mailto:Kenneth.Miller@hcps.org); Involving **all other members of the school community, refer to:** Renee McGlothlin, 102 S. Hickory Avenue, Bel Air, MD 21014 at (410) 809-6087 or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

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**