



*"Building a
Foundation for
Lifelong
Learning"*

CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
201 Booth Street • Elkton, MD 21921

410-996-5440

FAX 410-996-1051

www.ccps.org

D'Ette W. Devine, Ed.D.
Superintendent

Dawn K. Branch
President, Board of Education

PLEASE POST

July 31, 2017

PLEASE POST

CLOSING DATE: August 14, 2017

ACCOUNTANT

GENERAL PURPOSE OF THE POSITION

Under the direction of the Chief Financial Officer and Manager of Business Services, the primary responsibilities of the Accountant will be the delivery of financial services in the area of financial reporting, budgeting, forecasting and cost analysis. This person must ensure the smooth and timely completion of all tasks and related accounting functions in accordance with Generally Accepted Accounting Principles, CCPS regulations, Negotiated Agreements, and governmental requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
2. Recommends financial actions by analyzing results and accounting options.
3. Guides central office and school clerical staff by coordinating activities and answering questions.
4. Reconciles financial discrepancies by collecting and analyzing account information.
5. Assists in preparing annual budgets and financial forecasts.
6. Participates in the strategic planning process.
7. Develops and documents business processes and accounting policies to maintain and strengthen internal controls and implement process improvements.
8. Assists with maintaining the general ledger on a current basis, preparing year-end schedules for inclusion in the annual financial reports, and daily cash management.
9. Develops periodic, reoccurring, and special reports as may be required. Conducts all research necessary to verify the accuracy of expenditures charged to the general ledger.
10. Conducts in-service and orientation of newly employed staff involved with the accounting function at both the school and central office level.
11. Composes non-routing correspondence, schedules and coordinates meetings prepares materials for various events and communicates to staff on behalf of the administrator as directed.
12. Performs other duties as required.

MINIMUM REQUIREMENTS OF THE POSITION

1. Has earned a bachelor's degree in Accounting, Business Administration, or related field and a minimum of five years financial accounting experience.
2. Has demonstrated leadership ability.
3. Has the ability to analyze financial data and develop clear, concise reports to management.
4. Has excellent interpersonal and written communication skills.
5. Has an understanding of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) financial reporting requirements.

(over)

Our mission is to provide an excellent Pre-Kindergarten through graduation learning experience that enables ALL students to demonstrate the skills, knowledge and attitudes required for lifelong learning and productive citizenship in an ever-changing, global society.

6. Has experience working with ERP systems.
7. Has advanced MS Excel skills including Vlookups and pivot tables and experience with MS Access.
8. Has a willingness and capability to work beyond the normal workday.

SALARY

The proposed salary range for this Accountant position for the 2017-2018 school year will be \$49,920 - \$58,638 depending upon creditable experience and training.

APPLICATION PROCEDURE

All applicants meeting the minimum qualifications of the position are invited to submit a **letter of interest** and **complete résumé**. Two professional references with valid e-mail addresses must be included in the reference section of the application. All completed applications must be submitted through AppliTrack at <http://www.applitrack.com/cecil/onlineapp>. Information requested must be received no later than **11:59 p.m. on Monday, August 14, 2017**. Following the screening of applicant credentials, interviews will be scheduled.

"The Cecil County Public School System does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, color, gender, age, national origin, religion, sexual orientation, or disabling condition."