

Accountant I

Description:

Under the direction of the Accounting Manager, the Accountant I shall perform general accounting for various funds. This position performs a range of duties as related to the Howard County Public School System's accounting processes.

Position Responsibilities:

- Perform a variety of accounting functions such as compiling and sorting documents, calculating and verifying amounts, and inputting or posting transactions to accounts.
- May be assigned to specific areas of accounting such as accounts receivable billing and collection and accounts payable.
- May monitor and reconcile accounts related to assigned funds.
- May perform monthly general ledger reconciliation of one or more balance sheet accounts.
- Ensure that all fiscally-related operations are processed according to school board policies and regulations and in compliance with federal, state, and local laws and regulations.
- Continually monitor budgets, departmental appropriations and account balances.
- Prepare work papers and provides supporting documentation for the annual audit process with independent auditors.
- Assist in special projects.
- Assist in internal and external financial report preparation.
- Demonstrate ability to communicate effectively, both orally and in writing.
- Perform other duties as assigned by the Accounting Manager.
- Working knowledge of general accounting and auditing principles.
- Ability to perform analytical accounting work and to resolve problems.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Minimum Qualifications:

Applicants must meet all of the following qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

Education:

- A Bachelor's Degree in Computer Science, Mathematics, Statistics, IT or a related field from an accredited college or university.

Education:

- A Bachelor's degree in accounting or a Bachelor's degree in any major with the following courses completed: Principles of Accounting I, Principles of Accounting II, Cost Accounting, Intermediate Accounting, Business Law I and Business Law II.

Experience:

- One year of accounting experience or completion of an accounting or finance internship.
- Demonstrated proficiency with current technology, including competency with Microsoft Office, specifically Word, Excel, and PowerPoint programs.
- Demonstrated proficiency with Internet and web-based applications.
- Evidence of exemplary interpersonal skills.
- Demonstrated organizational skills.
- Evidence of outstanding verbal and written skills.

Preferred Qualifications:

- Experience with general ledger accounting.

Salary

This is a 12-month position, Grade 22 on the Central Office Technical Salary Scale. The current salary range for this position is \$46,189-\$88,496. Salary placement will be in conjunction with the salary procedures of The Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

Application:

A complete online application includes all application materials and **three** reference surveys. Applicants are encouraged to submit their materials in a timely fashion.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors



Office of Human Resources

10910 Clarksville Pike

Ellicott City, MD 21042

Nicole M. Carter, Executive Director

Additional Information:

There will be a pre-screening of applicant credentials before inviting candidates in for an interview. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the application materials by the closing date of the vacancy will be considered for this position.

Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, and marital status, disability, sexual orientation, or political affiliation.