

Maryland's Largest School District

MONTGOMERY COUNTY PUBLIC SCHOOLS**Job Description****Assistant Controller, 1.0 FTE****MCPS Official Job Description****SUMMARY DESCRIPTION:**

Under direction, develops and monitors a broad range of financial data, reports, schedules and overall general accounting controls. Work of the class consists of planning, directing, and coordinating the accounting procedures and documentation necessary to ensure legal compliance with state, federal, and local laws as well as compliance with generally accepted accounting principles. In collaboration with staff, prepares a variety of financial and budget reports. Ensures proper reporting to the Board of Education, staff, citizens, external auditors and other stakeholders. Provides advanced professional guidance and leadership to schools and offices for the use of MCPS business systems analysis of accounting data and effectiveness of other business processes.

CERTIFICATE LICENSE:

Certified Public Accountant strongly preferred.

KNOWLEDGE, SKILLS, and ABILITIES:

Thorough knowledge of generally accepted accounting principles and reporting systems. Thorough knowledge of the required reports for Board of Education, local, state, and federal regulations. Knowledge of federal, state and other educational programs. Strong oral and written communications, and human relations skills. Thorough knowledge of and ability to employ advanced computer technology to improve business practices. Strong organizational and time management skills. Considerable knowledge and proficiency with client/server and desktop computer applications and database reporting tools. Ability to interpret and communicate functional issues with technical and nontechnical staff. Ability to analyze and evaluate business processes using continuous improvement principles. Knowledge and purpose of the employee Professional Growth Systems (PGS).

EDUCATION, TRAINING, and EXPERIENCE:

Bachelors degree from an accredited college or university with a degree in accounting, business or public administration required. Masters degree preferred. Progressively responsible experience in accounting operations (preferably in a public service setting) utilizing computer support. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Job Administrators**Job Grade:** N**Organization** Offices**Primary Location** Rockville**Schedule** Full-time | 1.000 (80 hours bi-weekly)**Working Months:** 12**Shift** Day Job**Posting Date** Mar 25, 2019 - Apr 3, 2019