

Job Description

Staff Accountant, 8 hours, 12 months, Division of Financial Services, Ad closes 3/1/23

Job Specific Information: This role has a focus on grants accounting and reporting. Accounting experience with federal and state grants is preferred for this position. A maximum of two telework days per week is available for this position.

Description

SUMMARY DESCRIPTION:

Under direction, performs advanced professional accounting work in the development and maintenance of accounting systems and analysis of accounting and other business processes for the school system. Work of the class involves the maintenance of complex accounting and other business systems and preparation of a variety of financial reports and statements. The position is assigned responsibility for major segments of an accounting system, providing functional supervision and control of day-to-day, monthly & yearly transaction reporting, balancing, and reconciliation. The work requires considerable technical judgment to ensure accurate accounting of often complex and unusual financial transactions. Employees advise operating staffs on actions affecting fiscal management activities and revising accounting procedures within their areas and participate in system development and design projects. The position reviews accounting and other business system processes for continuous improvement, recommends process changes, and documents procedures.

CERTIFICATE LICENSE:

Certified Public Accountant desirable.

KNOWLEDGE, SKILLS, and ABILITIES:

Substantial knowledge of generally accepted accounting principles and practices and their application in complex accounting environments. Thorough knowledge of and ability to employ computer technology to improve business practices. Considerable knowledge of client/server and desktop computer applications and database reporting tools. Ability to analyze and evaluate business processes using continuous improvement principles. Excellent level of skill required both orally and in writing. Excellent human relations and interpersonal communication skills. Knowledge of and the ability to meet the seven core competencies of the Supporting Services Professional Growth System (SSPGS).

EDUCATION, TRAINING, and EXPERIENCE:

Bachelor's degree required. Master's degree preferred. College major in accounting or related business field required. College course work in business or public administration desirable. Three years progressively responsible experience in a complex accounting environment. Considerable experience in the preparation of financial statements and analytic reports. Substantial experience implementing/maintaining large accounting systems, including experience producing reports in a client/server environment. Experience in reviewing and documenting accounting processes. Experience using Oracle Financials desirable. Other combinations of applicable education, training, and experience equivalent to a Bachelor's degree, which provides the knowledge, skills, and abilities necessary to perform effectively in the position, may be considered.

Job Finance

Job Grade: 24 Optimal Qualified

Organization Offices

Primary Location Rockville

Schedule Full-time | 1.000 (80 hours bi-weekly)

Working Months: 12

Shift Day Job

Job Post Date Feb 15, 2023 - Mar 1, 2023

To apply, go to Montgomery County Public Schools web page: <https://www.montgomeryschoolsmd.org/departments/careers/career-help.aspx>