

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Assistant Finance Director II

Department: Business Affairs

Job Description

Date Reviewed: July 2019

Reports To: Finance Director

Grade: 502

Purpose of Job

The purpose of this job is to direct accounting and other fiscal services and perform managerial-level accounting and supervisory functions to ensure that accounting and payroll records are maintained accurately and in accordance with generally accepted governmental accounting standards. Major areas of responsibility include coordinating all fiscal services operations for the school system, interpreting and implementing fiscal policies and procedures, establishing internal controls for the district, reconciling and balancing accounts, preparing financial statements and reports, records management, supervision of accounting staff, analysis of data and advanced problem solving.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares a wide variety of materials (e.g. financial statements, reports for auditors, Board of Education, County Commission, department administrators, and State Department of Education, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.

Researches financial topics (e.g. discrepancies, accounting guidelines, state guidelines, IRS guidelines etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.

Participates as a member of the departmental leadership team.

Makes recommendations regarding the establishment of policies, procedures and internal controls for the district.

Monitors cash balances of all funds and related cash requirements for the purpose of ensuring that acceptable cash flow is maintained. Ensures that all banking requirements are met. Works with County Trustee to coordinate new banking requirements and resolve issues as necessary.

Directs department's fiscal operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of achieving organizational objectives and ensuring compliance with legal, financial and district requirements within established timeframes.

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Oversees and manages the electronic documents system for the Business Affairs Department, including but not limited to creating and maintaining applications for all electronic documents, creating and maintaining electronic forms and workflow, and performing end-user problem solving and training.

Manages and supervises the property control function to guarantee proper recording of the district's 50,000+ assets to include:

- verifying proper accounting for acquisitions, donations and surplus property
- ensuring accountability for assets
- ensuring training of inventory control representatives
- reviewing and establishing policies and procedures that are in accordance with State statutes and Governmental Accounting Standards.

Manages and supervises the accounting area that includes accounts receivable, accounts payable and general ledger accounting. Reviews and reconciles a variety of accounts and areas to include payments received at the school but deposited in the district accounts (i.e. summer school, technology protection plan) and billing statements from the insurance company for medical, dental and vision to ensure appropriate charges. Researches discrepancies and resolves any issues.

Optimizes the contribution of the property control and accounting staff through coaching, counseling and advising on workable solutions to business issues/problems.

Conducts annual review of unclaimed property for the district and individual schools, performs due diligence for those properties, and reports unclaimed property to the appropriate states based on each states unclaimed property rules.

Manages the district's credit card payment system both for online payments and virtual terminal payments. Heavily involved in establishing the processes and procedures related to acceptance of electronic payments. Works with the third party credit card processor for the online payment portal that is integrated with the district's electronic forms. Troubleshoots any payment or technical issues with the third party credit card processor. Reconciles all electronic payments through the credit card processor to the deposit bank account.

Interprets and implements applicable district, state, and federal policies, laws and regulations regarding financial accounting.

Manages insurance accounts (voluntary insurance, medical, dental, etc) for the purpose of ensuring deductions and payments are accurate. Ensures that any refunds due are processed.

Responsible for monthly closing. Reconciles and balances accounts for the General Purpose, Transportation, Capital Projects, Child Nutrition, Federal Projects, Extended School and Insurance Trust Funds and the General Fixed Assets Account Group.. Runs diagnostic tools to verify system data, evaluates results and corrects as necessary.

Reviews the reconciliation of the Warehouse Inventory records and makes adjusting entries as necessary.

Acts as liaison between department end-users and information technology in the transition of information to new software applications.

Oversees the processing of accounts receivable transactions to include the importing of special trip invoices, transportation work orders, and maintenance work orders. Evaluates the accuracy and completeness of data, researches discrepancies and problem solve issues. Maintains MUNIS data setup with regard to accounts receivable module.

Oversees the process and procedures for student debts that are tracked in the student services software including providing training and guidance to school staff on how to handle student debt transactions.

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Imports data for maintenance purchase card transactions and prepares spreadsheet used for payment processing.

Responsible for year-end close out procedures to include but not limited to:

- verifying that all entries have been made using appropriate revenue and expense recognition principles
- ensuring all supporting documentation for year end information is accurate and maintained
- ensuring that all reports for auditors are prepared and maintained.
- performing the close out process in the accounting software and validating that it functioned correctly.

Conducts annual review of expenditures for contracted services and processes IRS forms 1099 on qualifying vendors for tax liability purposes. Ensures the 1099 forms are distributed by the deadline and that the electronic file is submitted timely.

Maintains a comprehensive working knowledge of the district's enterprise resource planning system (MUNIS). Performs a significant role in MUNIS system analysis, problem identification, and the recommendation of solutions to senior management and information technology.

Imports data into MUNIS system as necessary to maximize efficiency. Exports data from MUNIS system to use in data analysis.

Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, etc.) for the purpose of providing an up-to-date reference and audit trail and ensuring compliance with retention standards.

Consults with Information Systems personnel and third party software vendors concerning necessary updates and changes and problems with existing software applications and enhancements to enable the department to work more efficiently.

Coordinates and implements plans to test accounting processes on new modules and quality assurance testing on new versions.

Provides technical assistance and guidance to all system users regarding use and functionality of the financial software package used by the school system. Coordinates problem resolution activities for the department with the software vendor.

Researches and resolves problems of the most complex difficulty pertaining to all aspects of fiscal services. Provides technical advice to staff, department heads and principals regarding accounting policies and procedures. Resolves issues pertaining to vendor payments.

Continuously analyzes operations to streamline accounting processes and improve efficiencies.

Cover for other assistance finance director in case of absence.

Additional Job Function

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

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A bachelor degree in accounting. CPA preferred. Experience equivalent to five years in accounting, two of the five years must have been at the supervisory level, preferably within a local education agency. Functional knowledge of an enterprise resource planning software system (i.e. Lawson, MUNIS, Oracle) is required. Additional years of qualifying experience may be substituted for each year of the college requirements.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and general office practices as they pertain to the performance of duties relating to the job of Assistant Finance Director. Has general knowledge of Business Office and general office practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light/active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear). The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date