

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

Job Title: Senior Accountant-Federal Projects**Department:** Business Affairs

Grade L
H.P.D. 8
D.P.Y. 260

Job Description**Reports To:** Chief Financial Officer**Date Reviewed:** October 2022**Purpose of Job**

The purpose of this job is to perform management-level accounting and decision making functions in a centralized accounting operation for a county wide school system using knowledge of governmental accounting principles and practices. Major areas of responsibility include providing accounting and reporting services for a multi-fund environment specifically in the areas of federal projects and grants, providing guidance and support to federal and grant program directors regarding budgets and financial compliance issues, and posting and reconciling revenue for all funds.

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.

Ensures that accounting and payroll records are maintained accurately and in accordance with generally accepted governmental accounting standards.

Advises program staff on State and Federal policy affecting the fiscal administration of grants for the district.

Provides full-charge accounting and reporting services for all federal projects and grants. Ensures compliance with all federal and state reporting requirements. Must be knowledgeable of the Office of Management and Budget (OMB) Uniform Grant guidance and able to interpret and apply the requirements. Assists in researching and resolving questions regarding the application of requirements.

Responsible for monthly and quarterly reporting using State and Federal systems (e- plan, Wide Area Workflow, etc.) Ensures that all reporting requirements such as in-kind reporting are met.

Works closely with federal and grant program directors to provide budgetary control, guidance for financial compliance and fiscal support. Ensures that budgets are aligned with the scopes of work and establishes accounts for the approved grant budget to facilitate the management of the grant or project. Monitors account balances, advises program directors on budget amendments and records budget amendments when submitted.

Participates in the evaluation of new grant proposals to determine worthiness of development and application by providing feedback as to potential fiscal management concerns.

Responsible for cash management of federal funds by monitoring cash flow and making timely requests for funds.

Assists with preparation of the federal projects budget to include the federal payroll schedule which consists of:

- reconciling FTE positions from position control to the payroll schedule and payroll records
- forecasting salaries
- configuring related benefits

Maintains working relationship and continuous dialogue with State and Federal consultants.

Maintains professional and technical knowledge by attending annual fiscal training and webinars throughout the year.

Provides required fiscal documentation for scheduled monitoring of programs and grants.

Reviews for accuracy and posts revenues received for all funds and reconciles monthly with County Trustee's report. Investigates any discrepancies and communicates with the Trustee office for resolution. Researches new or unknown deposits requests from the trustee's office in order to ensure proper posting and recording of revenue.

Daily reviews deposit records from accounting for accuracy and correctness prior to submitting to the county's accounts and budgets department. Post journals for the deposits after the county's accounts and budgets department sends back the confirmed deposit documentation.

Organizes and maintain hard copy files for all district deposits. Scans and indexes deposits documentation into electronic scanning program.

Responsible for year-end balance sheet breakdown by project number for Federal Projects fund. Collects data and inputs data into a spreadsheet so federal team has correct information to submit FER's at year end for all grants.

Responsible for reviewing deposit from accounting at year end (during July) and determining which fiscal year the deposit should be made to. Provide accounting the correct account code to deposit when depositing into prior fiscal year and list items on the year-end receivables spreadsheet. Responsible for keeping year-end receivables spreadsheet updated for each account/fund and to do journal entries for all year-end receivables.

Participates in year-end close out procedures by performing duties such as analyzing encumbrances, completing interfund reconciliation for due to/due from accounts, calculating indirect cost, analyzing starting budget balances, and analyzing revenues and receivables for proper recognition and accrual. Prepares and submits FERs (Final Expenditure Reports) in State Dept. e-Plan system at year-end.

Reviews federal sections of the draft financial statements and schedules, particularly the grant schedule, for accuracy and completeness prior to the Finance Director and Chief Financial Officer signing the acknowledgement form for the auditors.

Reviews and approves budget amendments for federal grants.

As needed, reviews the work submitted by the Business Affairs ESSER Senior Accountant for accuracy

and completeness.

Approves MUNIS federal requisitions in excess of \$20,000 once verifying non-disbarment vendor status in www.sam.gov.

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.

Provides assistance to auditors by identifying requested information and answering inquiries. Continuously analyzes operations to streamline accounting processes and improve efficiencies.

Compiles credit card rebate information on spreadsheet by using various excel formulas and pivot tables and analyze the proper fund that should receive the rebate. Creates and post journal for accounts that receive the credit card rebate.

Encumbers all non PO vender purchases from schools for board funds into financial software system. Liquidates all encumbrances of non PO vender purchases into financial software when check request is received from schools and approved by appropriate personnel. Verifies check request is correct and resolve any discrepancies.

Reconcile and settle all interfund due to and due from balance sheet accounts which includes: pulling journal backup, making sure the correct accounts each time a transfer in made, looking up all accounts and importing into excel spreadsheet to balance accounts, verifying and resolving any discrepancies, and creating Interfund Transfers Request forms to settle the balances.

Works with the Finance Director to establish supervisor workflow routing for all federal projects and grants; annually or as new projects are added.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in accounting or in a related field with 24 semester hours of accounting coursework. Experience equivalent to three years or more in accounting. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted. Experience with federal/grant management is preferred.

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 Senior Accountant-Federal Projects. 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

work with little direct supervision when necessary. 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.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 20-40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

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

Employee's Munis Number

Date

Date