

**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:** May 2021

**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 environments 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.

Assists with management of debts owed to the school by recording information into the student information system (Power School).

Participates in year-end close out procedures by performing duties such as entering closing entries, completing interfund reconciliation, calculating indirect cost, analyzing and bringing forward 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.

Back up for Procurement Officer with credit card issues.

Tracks sales tax returns that are completed by the school bookkeepers.

Reviews the work submitted by the Business Affairs ESSER Accountant for accuracy and completeness.

Scans and indexes deposits and ISA W-9 documentation into electronic scanning program.

Along with the business affairs accountant, verifies funds and receipt of summer school payments and the Technology Protection Plan payments that are received from the schools.

Approves MUNIS federal requisitions in excess of \$20,000 once verifying non-disbarment vendor status in [www.sam.gov](http://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.

Generates daily reports for the online credit card and electronic check payments and records transactions into the financial software system. Provides County Accounts and Budget Department and County Trustee with the detailed deposit information for online payments.

### **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.

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

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines, which includes a computer, printer, copy machine, calculator, telephone, etc. 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 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, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange financial and administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Senior Accountant-Federal Projects. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. 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 basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Senior Accountant-Federal Projects.

**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 utilize mathematical formulas; 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 with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Senior Accountant-

Federal Projects.

**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).

**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.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**