

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

**Job Title: Accounting Technician II****Department: Business Affairs**

**Grade     J  
H.P.D.    8  
D.P.Y.    260**

**Job Description****Date Reviewed: July 2019****Reports To: Assistant Finance  
Director****Purpose of Job**

The purpose of this job is to perform administrative/financial functions in a centralized accounting operation for a county wide school system encompassing job functions related to accounts payable and accounts receivable using knowledge of governmental accounting principles and practices. Provides support to district managers and school bookkeepers regarding State of Tennessee chart of accounts, financial software system and accounting procedures. Provides banking information to County Trustee to ensure adequate account balances and cash flow. Analyzes and processes a high volume of payments in a multi-fund environment in support of a \$350+ million dollar budget.

**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 Crystal reports to reconcile receiving information with invoice and purchase order records. Responsible for ensuring that there is a three way match between purchase order, receiver and invoice. Corresponds with departments to resolve receiving and invoicing issues.

Performs appropriate bookkeeping functions in payments ensuring that they are approved by the appropriate administrative levels, coded accurately, properly classified, paid to the proper payee with the correct amount and with the required documentation and that proper policies and procedures have been followed in making payments. Reviews invoice due dates and calculates appropriate discounts. Reconciles and resolves any discrepancies noted.

Analyzes invoices prior to payment to ensure that non applicable charges (such as sales tax and excessive freight) are not paid. Compare invoice pricing with purchase order to ensure that prices

charged are in line with the purchase order. Follows up on noted budget overages. Reconciles and resolves any discrepancies noted.

Verifies accounts payable backup matches the amount and vendor name on the printed checks. Distributes checks to accounts payable vendors and payroll vendors.

Processes the liquidation of encumbrances, verifying that purchase orders are correctly liquidating, and assists in the resolution of any discrepancy.

Provides training, researches and resolves issues and requests for technical support from district managers and school bookkeepers (55) county-wide, as it relates to the general ledger chart of accounts, travel documentation, procedures, budget, corrections to general ledger, invoice and purchase order status, and general ledger account status.

As the main point of contact, responsible for researching discrepancies, problems, or related matters and resolving vendor problems.

Reviews and processes payment for travel reimbursement requests for mileage and professional development leave and ensures accuracy and compliance with CMCSS travel regulations, notes any discrepancies and, if appropriate, returns reimbursement request to employee for additional documentation or correction.

Creates accounts receivable invoices to schools for cost sharing charges; Processes and distributes invoices as appropriate.

Creates accounts receivable invoices for payments due such as tuition, facility rentals, damages, and etc. Processes and distributes invoices as appropriate.

Applies customer payments to accounts receivable invoices and follows up on payment discrepancies.

Deposits employee payments into the Montgomery County's Insurance Trust Fund for insurance benefits for those who are on a leave of absence.

Reviews invoice and creates the journal entries for the BCBS medical, dental, and vision claims and administrative cost for Montgomery County's Self-insured Insurance Trust Fund.

Provides County Trustee with banking information on a daily basis to ensure adequate account balances and cash flow.

Prepares monthly report for outstanding checks for bank reconciliation backup.

Reconciles and issues payment for monthly purchase card statements (close to 100 p-cards) to ensure that account codes are correct, charges are proper and supported with appropriate documentation, and charges are in compliance with CMCSS p-card policies and procedures. Resolves any discrepancies noted.

Receives payments, issues receipts and determines proper account code classification for monies received in the office. Creates deposits to the general ledger and prepares backup documentation for deposits to be sent to the County Accounts & Budgets Department and County Trustee.

Performs monthly bank reconciliation for multi-funds as compared to the County Trustee school report accounting for outstanding checks, deposits in transit, and wire transfers in transit.

Provides customer service regarding payment inquiries to buyers for online auction bids as it relates to the sale of surplus property. Receipt payments from bidders and verifies amounts are accurate with the buyer's certificate.

Reconciles vendor statements by comparing them to the financial software system software and resolves any differences with the vendor.

Creates, maintains, and organizes open purchase order hard copy files. Performs weekly review of all open purchase orders that are partially complete and resolves any discrepancies.

Prepares and posts assigned weekly journal entries.

Assists in year end closing by reviewing all outstanding encumbrances for their validity, ensuring goods received on or prior to June 30 are properly booked as payables.

**Utilizes various software programs for the purpose of researching and solving problems.**

Prepares courier envelopes for delivery of invoices, checks, and etc. to the schools and other departments.

Receipt and deposit payments from parents for special student programs and forward completed registration form to the Instruction Department.

Maintains and balances change fund for the Business Affairs Department.

Analyzes stale dated checks and prepares and distribute notification letters to vendors in order to resolve the outstanding items.

Reviews and invoices any outstanding charges as it relates to terminating employees who may owe for damaged or not returned computers, computer accessories, uniforms, building keys, other equipment, and etc.

Assists in maintaining the Excel database for students/parents who have purchased the Technology Protection Plan for student laptops.

Scans all backup for accounts payable payments (invoices, check requests, travel reimbursement, credit card statements, and etc.) and account receivable invoices into the electronic document scanning software. Reviews and maintains document indexes as needed.

Enters customer electronic payments (credit card or e-check) into the virtual (online) terminal and make appropriate deposits into the financial software system.

Organizes and maintains hard copy files for all accounts payable checks and backup, accounts receivable invoices and backup, and bank statements for paid and outstanding checks.

Notifies County Trustee of utility payments that are to be drafted from the bank account. Creates journal entries in the financial software system after they are drafted from the account.

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Two years of college with a minimum of twelve semester hours in accounting and a minimum of two years bookkeeping or related experience of which one year of accounts payable experience in a medium to large organization is preferred. Additional years of related experience may be substituted for each year of the college requirement; or a Bachelor's degree with 18 semester hours in accounting coursework.

**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 Accounting Technician-II. Has considerable 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 automated office machines, which includes a computer, printer, copy machine, facsimile machine, calculator, telephone, scanner, 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.

**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 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 Accounting Technician-II. 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 Accounting Technician II.

**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 minimal stress when confronted with an emergency related to the job of Accounting Technician II.

**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**

\_\_\_\_\_  
**Employee's Munis Number**

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

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