

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

**Job Title: Accounting Technician-Business
Affairs**

Department: Business Affairs

**Grade I
H.P.D. 8
D.P.Y. 220**

Job Description

Date Reviewed: July 2019

Reports To: Accounting Specialist

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 using knowledge of accounting principles and practices as outlined in the TN Internal School Uniform Accounting Policy Manual and school board policy. Duties and responsibilities include monitoring reports submitted by School Accounting Technicians and questioning information in the effort to ensure that funds are properly accounted for and controls are being followed.

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.

Maintains a comprehensive knowledge of the TN Internal School Uniform Accounting Policy Manual and school board policy and is able to interpret and apply the requirements of such.

Maintains a comprehensive working knowledge of the accounting software in order to extract data and reports from the system, investigate transactions and back up and support school accounting technicians.

Reviews monthly & quarterly reports from schools; verifying data for accuracy and compliance. Investigates discrepancies and notifies school bookkeepers of errors & missing items.

Reviews school's bank statements and documents to monitor compliance with laws and controls such as timely deposits within three business days, dual signatures on checks, etc.

Compiles monthly data and prepares quarterly and year-end ISA reports for distribution to CFO, Finance Director and Instructional Supervisors.

Responds to requests for information from and/or provides technical assistance to staff members, the public or other individuals.

Verifies receipt of allocations from the Board of Education into school accounts to ensure proper receipt and posting, which is audited by outside auditing firm.

Utilizes various software programs for the purpose of researching and assisting in problem solving.

Provides assistance to auditors by identifying requested information and answering inquiries regarding the accounting operation.

Processes authorization requests for fund-raisers by:

- ensuring the application is complete, contains a stated purpose and has school administration approval.
- once the review is complete sends the fund-authorization request to the CFO for approval or disapproval
- upon CFO's approval or disapproval, sends form back to school and maintains a copy for records

Back up support of school bookkeeper duties in their absence.

Researches and resolves issues when bookkeepers are out of balance.

Periodically reviews online fundraising websites to verify if the fundraiser was given proper authorization. Notifies accounting technician to inquire about approval status.

Reviews and enters W-9s into the TRA Accounting program and maintains a continuous spreadsheet of all W-9s.

Manages the Amazon business account for all bookkeepers by authorizing and establishing access and user rights..

System Administrator for the Volume Purchasing Program for Apple I pads which includes authorizing and establishing the accounts.

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-Business Affairs. 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, 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 Accounting Technician- Business Affairs. 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-Business Affairs.

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-Business Affairs.

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.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date