

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

**Job Title:** Accounting Technician II-ISA

**Department:** Business Affairs

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

**Job Description**

**Date Reviewed:** July 2023

**Reports To:** ISA Accounting Manager

**Purpose of Job**

The purpose of this job is to provide guidance, training and backup support to school Bookkeepers in the performance of general accounting and administrative duties in the 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 full-charge bookkeeping of an individual school account (I.S.A.), reconciling and budgeting monies received and disbursed from school accounts, budgeting and tracking various allocations from the Board of Education and from fund raising events, purchasing, and assisting in coordinating general office procedures.

**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.

Trains all new school bookkeepers at school sites and assists in multiple in-services trainings each year.

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 and analyses authorization requests for fundraisers and profit analysis 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
- continuously follow up for completion of fundraiser deadlines and documentation.
- ensuring fundraiser profit analysis is submitted after the fundraiser has completed and verifies accuracy and completeness of the forms to include investigating any potential issues with the fundraiser, shortage of funds/inventory, etc.

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.

In the absence of a school bookkeeper will serve as back up in all duties for Accounting Technician ISA Positions P125; P117, and P102.

### **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-ISA. 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.

### **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 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.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**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**