

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

Job Title: Accountant

Department: Business Affairs

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

Job Description

Date Reviewed: August 2018

**Reports To: Assistant Finance
Director**

Purpose of Job

The purpose of this job is to perform staff-level accounting 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 general accounting and reporting services for a multi-fund environment as it relates to accounts payable, accounts receivable, payroll, encumbrances and account reconciliations. Provides technical support to district managers and school bookkeepers regarding State of Tennessee chart of accounts, financial software system, accounting procedures, and various other internal software systems.

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.

Assists the Assistant Finance Director in ensuring that accounting and payroll records are maintained accurately and in accordance with generally accepted governmental accounting standards.

- Provides full-charge accounting in the accounts payable function by: Verifying and posting accounts payable batches
- Issuing checks
- Processing and sending the positive pay verification via online banking software
- Analyzing and processing all voids for accounts payable checks and AP invoices through the financial system and online banking software
- Monitoring and corresponding with other departments and schools regarding open purchase orders. Canceling/Closing any purchase orders as requested and determined necessary upon verification of the information.

- Providing guidance and resolving issues with other departments and schools regarding purchase order receiving problems. Performing necessary updates to purchase order receivers to ensure the 3-way match has been performed.
- Problem solving and resolving issues pertaining to the processing of vendor payments

Ensures compliance with all federal and state reporting requirements.

Participates in year-end close out procedures by performing duties such as entering closing entries, completing payroll liability reconciliations and analyzing payables for accruals. Heavily involved in researching and resolving any open purchase orders for year-end close.

Consults with the Assistant Finance Director concerning problems with existing software applications and enhancements to enable the accounting and payroll operations to work more efficiently.

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.

Develops, manages and reconciles employee benefit deduction reconciliation spreadsheets by using various excel formulas to compare the insurance company's billing to the employee payroll deductions and configuring the difference between the 12 month billing cycle to the 10 month deduction cycle. Coordinates with the Benefits Section in the Human Resources Department to resolve discrepancies. Assists the Assistant Finance Director with preparation of the miscellaneous payrolls as it relates to terminated employees that are due insurance refunds by assembling, organizing, and analyzing information from the employee benefits insurance reconciliation spreadsheets.

Assists the Assistant Finance Director in 1099 preparations. Reviews monthly all district and school payments to ensure they are recorded correctly for 1099 purposes. Make necessary changes for district payments in the financial system. Advises the ISA Accounting Specialist of corrections needed in the ISA financial system.

Provides assistance to auditors by identifying requested information and answering inquiries.

Continuously analyzes operations to streamline accounting processes and improve efficiencies.

Trains new district employees on purchase order receiving.

Trains new employees that are district Accounting Technician II (Job C200) in their job responsibilities (accounts payable, accounts receivable, bank reconciliations and journal entries.)

Provides payroll with information regarding deductions that need to be taken from employee's check for outstanding charges that are due for items that are submitted to accounting and also by monitoring employee out-processing website and termination personnel actions.

Reviews customer and vendor accounts periodically by exporting all accounting information from the financial system and performing data analysis to determine if the customer or vendor account should be marked inactive

Analyzes purchase orders with more than one account to ensure proper payment allocation of funds was performed by the accounting department when the invoice was entered. Modifies invoices to correct allocation if necessary.

Heavily involved in managing the accounts receivable subsidiary ledger by performing tasks such as:

- Creating and updating customer records
- Extracting monthly accounts receivable statements for schools and third party customers from the financial system. Emails the schools their statements and ensure they are up to date on payments. Prints and mails statements to third party customers.
- Adjusting accounts receivable invoices once approved by the Finance Director or designee.
- Monitoring and collecting aging accounts receivable (to include student debt lists). Tracks collection efforts and any communication with customers in the monthly aging report.
- Assessing and finalizing bus trips through the Trip Planner software. Investigating discrepancies and adjusting if necessary. Importing charges into the financial system in order to generate invoices to schools and third party customers for special bus trip charges.

Actively collects funds for checks that have been returned as insufficient funds by contacting the payer by telephone, email and letters until the issue is resolved.

Performs monthly reconciliation of accounts payable, accounts receivable, warehouse inventory, encumbrances, employee salary advances and balance sheet accounts.

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.

Ensures all general type journal entries are files in the month end folders. Organizes the files and verifies adequate backup exists.

Along with the Senior Accountant – Federal Projects, verifies funds and receipt of summer school payments and the Technology Protection Plan payments that are received from the schools.

Assists the Assistant Finance Director with Unclaimed Property preparations as needed.

Posts journal entries for all payrolls and confirms wire transfer amounts with the payroll department. Extracts any payroll vendor payments and imports those payments into the financial system.

Verifies data and compiles information quarterly for the facility use rental rebates that are due to the schools. Works with the technology department to make any needed adjustments to the rebate report to ensure it is accurate.

Calculates matching health insurance benefits and insurance supplements to be paid to the Insurance Trust Fund. Provides payment information to the Account Technician II.

Monitors and tracks all deposits posting into the miscellaneous refunds general ledger account. Makes necessary entries to charge deposits to the correct accounts.

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.

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 Accountant. 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 Accountant. 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 Accountant.

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: May require 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 Accountant.

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