

**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:** October 2023

**Reports To:** Assistant Finance Director II

**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, 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 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.

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

Provides training District wide, specifically for bookkeepers and administrative assistants, on how to enter/process purchase orders and receivers in the ERP system including training on policies and procedures and troubleshooting any purchase order receiving issues.

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.

- Reviews all Account Receivable invoice batches entered by Accounting Technicians, Senior Accountants, etc. Approves and post all Account Receivable batches, prints and mails invoices.
- Exports all charging data from the Damage/Loss incident program for weekly invoicing.
- Creates spreadsheets, verifies, reconciles and resolves differences with extracted information from Damage/Loss incident program. Creates notification letters to stakeholders.
- Imports laptop charges for all items listed as Non Returned, Lost/Stolen and Complete Loss.

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, 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.

Serve as backup to the Accountant-Business Affairs for positing 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.

Monitors and tracks all deposits posting into the miscellaneous refund's 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.

### **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 40 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**

\_\_\_\_\_  
**Supervisor's Signature**

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

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

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