

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

**Job Title: Accounting Technician/
ISA Training and Support**

Department: Business Affairs

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

Job Description

Date Reviewed: August 2018

Reports To: Accounting Specialist

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. Also serves as liaison for the school support coordinator in working with outside organizations such as P.T.A., P.T.O., Booster Clubs, Partners-In-Education, Athletic officials through TSSAA and others.

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 Tennessee Internal School Uniform Accounting Manual and stays abreast of changes. Provides guidance on a daily basis for ISA activities ensuring compliance with the Tennessee Internal School Uniform Accounting Policy Manual, Board Policy and directives from the Business Office. Must be able to interpret and apply the policies. Assists with researching and resolving questions regarding the application of policies.

Researches and resolves issues when bookkeepers are out of balance.

Trains new bookkeepers at school sites and conducts group training as necessary.

Verifies, reconciles and records data from ticket reconciliations into ledger books to ensure controls are functioning. Investigates discrepancies. Provides data regarding such to the auditors.

Processes applications for camps by:

- Reviewing projected revenue and expenses for appropriateness
- Communicating any concerns regarding financial projection to the Student Activities Coordinator

- Sending application to Student Activities Coordinator and CFO for approval or disapproval
- Upon approval or disapproval, sending a copy to the school and maintaining a record for file and for follow-up
- Reviewing profit analysis report after camp is completed. Ensuring financial data on completed report is appropriate in comparison to projection. Investigates any differences.

Assists with the development of new ISA forms and procedures.

As liaison for the school support coordinator provides guidance for procedures with school support organizations and athletic activities.

Serves as a backup for Singlepoint – US Bank Online Banking program. Providing training and day to day operations.

Reviews all school monthly reports to ensure reporting compliance and accuracy.

Maintains files for ISA records, to include storage and proper disposal of files and establishing new files at the beginning of the year.

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. 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 thorough knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Accounting Technician-ISA Training and Support. Has thorough knowledge of accounting and school 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 financial 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 and equipment, such as telephones, computers, typewriters, copiers, adding machines, calculators, two-way radio, etc. Must be physically able 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, 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 and financial 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 position of Accounting Technician-ISA Training and Support. 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Accounting Technician-ISA Training and Support.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected 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 office 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 minimal 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 elected 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 position of Accounting Technician-ISA.

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