

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

**Job Title: Accountant-Payroll**

**Department: Business Affairs**

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

**Job Description**

**Date Reviewed: October 2022**

**Reports To: Payroll Manager**

**Purpose of Job**

The purpose of this job is to perform staff-level accounting and decision making functions. Major areas of responsibility include fiscal services operations related to payroll for the school system. The Accountant supports the activities of the Payroll Manager by performing problem solving and decision making activities and assisting with training and support to the individuals in the payroll department.

**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 Payroll Manager in ensuring that accounting and payroll records are maintained accurately and in accordance with generally accepted governmental accounting standards.

Assists with coordination for the delivery of payroll in a timely and proficient manner. Assists with directing the work of payroll staff and providing advice and necessary training.

Assists Payroll Manager in preparing employee calendars for 30 different groups of employees. Calendars identify scheduled schoolwork days, reporting periods, pay schedules, etc. Makes revisions to calendars throughout the school year as necessary.

Prepares monthly and quarterly reports for the Tennessee Consolidated Retirement System, IRS and others as required and reconciles information to the payroll data.

Assists with year-end close out procedures and new year processes, such as accrual processing and step increases.

Consults with Information Systems personnel concerning problems with existing software applications and enhancements to enable the payroll operations to work more efficiently.

Keeps up to date with all state and federal. Wage and Hour laws and regulations that may impact the payment of wages.

Assists with ensuring that time and attendance software functions properly, and maintains accurate payroll information.

Provides technical assistance and guidance regarding use and functionality of the financial software package used by the school system.

Reconciles wage data and coordinates the printing and distribution of W-2's and 1095's annually.

Electronically submits the W-2 and 1095 files and maintains documentation of successful transmission. Follows up on any discrepancies.

Maintains an advanced knowledge of the district's time and attendance software and assists with set up in the system and reviewing for valid data transfer to the payroll system.

Knowledgeable in all aspects of the payroll officer position in order to serve as a back-up for absences or peak time periods.

Maintains a comprehensive working knowledge of the district's enterprise resource planning system (MUNIS). Performs a significant role in MUNIS problem identification and coordinates problem resolution activities for the payroll department with the software vendor.

Provides technical advice to staff, department heads and principals. Provides assistance to auditors by identifying requested information and answering inquiries.

Maintains professional and technical knowledge by attending educational workshops. Continuously analyzes operations to streamline payroll processes and improve efficiencies.

### **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 four years or more in accounting. One of the four years must have been in the business department of a local education agency. Additional years of qualifying experience may be substituted for each year of the college requirement. A Masters degree in a related field or a CPA certificate may be substituted for one year of the required experience. Functional knowledge of an enterprise resource planning software system (i.e. Lawson, Munis, and Oracle) is required. Supervisory experience is desirable.

### **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 Senior 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.

**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**