

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

Job Title: Float Accounting Technician-ISA

Department: Business Affairs

Grade I
H.P.D. 8
D.P.Y. 220

Job Description

Date Reviewed: October 2022

Reports To: ISA Accounting Manager

Purpose of Job

The purpose of this job is to perform as a Float Accounting Technician in the 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. Reports to ISA Accounting Manager. When employee is assigned to a school, daily supervision will come from the Principal or ISA Accounting Manager. Float Accounting Technician must be flexible in regards to work sites as they may experience multiple work sites in a short time period. If asked to report to multiple work sites in one day reimbursement will be provided for mileage from the initial site to other locations. 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, training new bookkeepers, 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.

Responsible for bookkeeping activities at the school. Must maintain knowledge of the TN Internal School Uniform Accounting Policy Manual and school board policy and be able to interpret and apply the requirements. Advises administration and staff on accounting policies as necessary in order to maintain compliance and ensure that internal controls are being followed.

Maintains a comprehensive working knowledge of the accounting software. Consults with vendor to resolve issues with the system.

Compiles and prepares local, state and federal reports and data within established timeframes. Prepares and processes accounts payable; maintains accounting records in the payment of approved invoices and distribution of checks to vendors. Researches and responds to any questions regarding invoices and clarifies proper procedures for submitting items for payment.

Prepares and maintains required statistics, records, files, documents and reports for administrative purposes.

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

Accounts for non-routine transactions, allocations, corrections and charges by preparing and posting journal entries.

Reconciles and submits monthly ISA financial reports to Central Office Accounting Department, and files copies with school records for yearly audit by outside accounting firm.

Serves as administrative liaison, works collaboratively and provides assistance to department / Central Office supervisors, administration, faculty, parents, and students.

Uses various office machines/equipment to prepare reports and other documents; processes checks; compiles and computes numbers for reports and statistics.

Maintains office equipment-submitting requests for maintenance and repair, and ordering supplies for equipment.

Enters and reconciles ISA textbook data with Central Office software, and prepares end-of-year reports.

Creates sub-accounts for all certified personnel in order to post and monitor all financial transactions by individual teacher. Reconciles teacher's monthly and daily deposit receipts. Notes and investigates any discrepancies. Prepares monthly financial report for each teacher documenting receipts and disbursements and available account balances.

Serves as school site coordinator for procurement card and online purchasing program. Issues cards upon request subject to fund availability, appropriateness of the purchase request and spending guidelines as outlined in the Procurement Card Procedure. Reconciles financial transactions with the bank's monthly billing statement.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Prepares, maintains and accounts for tickets issued through athletic, class and club accounts at the Middle & High School level. Balances report, obtains necessary signatures and submits a copy to Central Office after each event.

Computes ticket reconcilements and records said deposits as applicable.

Prepares bank deposits; disburses accounts payable; reconciles individual school accounts.

Enters accounting data into computer files; prepares and submits monthly financial reports; prepares school accounting records for annual audit.

Responds to questions regarding invoices, entries on monthly reports or procedures for properly submitting items for payment.

Prepares and submits purchase orders to include soliciting bids when appropriate, issues P.O. to vendors for school and teachers, and processes orders for textbooks and teacher materials.

Manages board funds (General Purpose, Federal Funds and grants) allocated to the school but accounted for by Business Affairs. Enters requisitions for purchase orders into financial software system. Enters receiving data when merchandise arrives. Communicates with Business Affairs accounting staff regarding closing purchase orders and paying invoices.

Coordinates site based staff development by completing contracts, arranging for supplies and materials

and event set up.

Coordinates transportation for school and extra-curricular activities by entering information into trip planner system to schedule the trip and then entering data after the trip in order to close out the trip and provide information for the payment of transportation employees and trip invoicing.

Manages debts owed to the school by recording information into student information system (Power School) and blocking access to system until the debt is collected. Responsible for receipting the debt upon payment and updating information and access in the system and updating the debt spreadsheet.

Verifies, receipts and deposits all funds for internal school activity funds.

Processes requests and maintains records for Waivers of Student Fees.

Inventories and orders supplies for office. Processes, sorts and distributes warehouse supply orders. Receives and verifies orders from outside vendors. Delivers or arranges delivery of merchandise to requestor.

Prepares outgoing mail with postage, and maintains postage logs.

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.

Serves as the backup for entering vendors into the school accounting software including verification of accuracy of the data received from the vendor on the W9. Maintains continuous spreadsheet of all W9's and maintaining hard copies of W9's received. Scans and indexes the ISA W-9 documentation into electronic scanning program.

Tracks sales tax returns that are completed by the school bookkeepers.

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 Float Accounting Technician-ISA. 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.

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.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date