

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

Job Title: ESSER Senior Accountant-Business Affairs
(ESSER Funded)

Department: Business Affairs

Grade L
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: October 2022

Reports To: Chief Financial Officer

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 providing accounting and reporting services for a multi-fund environment specifically for Elementary and Secondary School Emergency Relief Fund (ESSER) federal projects, providing guidance and support to the ESSER program director and staff regarding budgets and financial compliance issues, collaborate with the Instruction Department ESSER Accounting Specialist, and accounting for all newly purchased ESSER property and equipment in the asset management system. Position is dependent on ESSER funding.

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.

Ensures that accounting and payroll records related to the ESSER federal funds are maintained accurately and in accordance with generally accepted governmental accounting standards.

Advises program staff on State and Federal policy affecting the fiscal administration of ESSER funds for the district.

Provides full-charge accounting and reporting services for the ESSER federal projects. Ensures compliance with all federal and state reporting requirements. Must be knowledgeable of the Office of Management and Budget (OMB) Uniform Grant guidance and able to interpret and apply the requirements. Assists in researching and resolving questions regarding the application of requirements.

Responsible for monthly and quarterly reporting using State and Federal systems (e-plan, FACTS, Wide Area Workflow, etc.) Ensures that all reporting requirements such as in-kind reporting are met.

Works closely with the ESSER federal program director and staff to provide budgetary control, guidance for financial compliance and fiscal support. Ensures that budgets are aligned with the scopes of work and establishes accounts for the approved ESSER budget to facilitate the management of the project. Monitors

account balances, advises ESSER program director on budget amendments, records budget amendments when submitted, and ensure that budget reporting to the State and Federal is in compliance.

Participates in the evaluation of new ESSER funded proposals to determine worthiness of development and application by providing feedback as to potential fiscal management concerns.

Responsible for cash management of ESSER federal funds by monitoring cash flow and making timely requests for funds.

Assists with the preparation of the ESSER federal projects budget to include the ESSER federal payroll schedule which consists of:

- Reconciling FTE positions from position control to the payroll schedule and payroll records
- Forecasting salaries
- Configuring related benefits

Verifies funding availability and account number assignment for ESSER federal positions. Obtains federal time and effort certifications.

Verifies all stipend payment requests for ESSER funds to ensure availability of funding and account code accuracy prior to submission to Payroll.

Consults with State and Federal Consultants at the Tennessee Department of Education regarding ESSER federal projects.

Responsible for staying up to date and implementing new requirements for ESSER federal projects and reporting. Maintains professional and technical knowledge by attending annual fiscal training and webinars throughout the year.

Participates in year-end close out procedures for ESSER projects by performing duties such as analyzing encumbrances, calculating indirect cost, and analyzing starting budget balances. Prepares and submits FERs (Final Expenditure Reports) in State Dept. ePlan system at year-end for ESSER projects.

Reviews ESSER federal sections of the draft financial statements and schedules, particularly the grant schedule, for accuracy and completeness prior to the Chief Financial Officer signing the acknowledgement form for the auditors.

Consults with Business Affairs leadership team 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 related to ESSER funding. Provides technical advice to staff, department heads and principals.

Provides assistance to auditors by identifying requested information and answering inquiries as it relates to ESSER federal projects.

Provides required fiscal documentation for scheduled monitoring of ESSER programs.

Provides Uniform Grants Guidance Guidelines for ESSER programs and any updates to Continuous Improvement personnel to maintain on CMCSS website.

Continuously analyzes operations to streamline accounting processes and improve efficiencies as it relates

to ESSER programs.

Works with the Finance Director to establish supervisor workflow routing for ESSER federal projects; annually or as new projects are added.

Approves MUNIS ESSER federal projects requisitions in excess of \$20,000 once verifying non-disbarment vendor status in www.sam.gov.

Reviews and approves new property and equipment acquisition requests and assigns barcode numbers to accountable items for purchases made with ESSER funds. Enters data into the MUNIS system for tracking ESSER funded assets.

Provides the ESSER federal program director and staff with necessary status data on ESSER federal funded property and equipment to meet Federal reporting requirements.

Reviews and approves budget amendments for Relief Funding grants.

Responsible for training Relief Funding Accounting Technicians to ensure they are following are policies and procedures.

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. Experience with federal/grant management is preferred.

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 ESSER Senior Accountant-Business Affairs. 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.

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 ___ 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