

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

Job Title: ESSER Accounting Specialist-Instruction

Department: Instruction

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

Job Description

Date Reviewed: April 2021

Reports To: Director of Accountability

Purpose of Job

The purpose of this job is to perform staff-level accounting functions, guidance, and backup support to the Instruction Department in the performance of general accounting and administrative duties in the 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 regarding budgets and financial compliance issues, reconciling, monitoring, and budgeting monies received for ESSER programs, entering purchase requisitions using ESSER funds, collaborate with the Business Affairs Department ESSER Accountant, and review/track all ESSER payroll related items. 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 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.

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

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.

Assists the Business Affairs ESSER Accountant in preparing FERs (Final Expenditure Reports) in State Dept. ePlan system at year-end for ESSER projects.

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 and program documentation for scheduled monitoring of ESSER programs.

Understands the Uniform Grants Guidance Guidelines for ESSER programs.

Continuously analyzes operations to streamline accounting and program related processes and improve efficiencies as it relates to ESSER programs.

Assists with the development of new ESSER program forms and procedures.

Assists the ESSER program director with in-service training including preparation of materials as it relates to ESSER federal programs.

Serves as a liaison for non-public schools providing guidance on procedures and processes related to ESSER programs. Assist with ESSER related purchases for non-public schools.

Assists in preparation of all ESSER program reporting (internal and external) to ensure compliance and accuracy.

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

Prepares and submits certified and classified grant program pay logs as it relates to ESSER funds.

Prepares and maintains required statistics, records, files, documents and reports for administrative purposes as it relates to ESSER programs.

Assists the ESSER program director in preparing ESSER program budgets.

Responds to questions regarding ESSER funded purchase orders, check requests, and invoices for properly submitting items for payment on time.

Prepares and submits purchase order requisitions to include soliciting bids when appropriate, issues P.O. to vendors, and processes orders for ESSER funds.

Completes asset acquisition forms into the asset management system for all ESSER related purchases that qualify as an accountable item. Coordinates with the Business Affairs ESSER Accountant in properly tagging the accountable items and resolving any asset inventory issues.

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 Accounting Specialist-Instruction. 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.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone/switchboard, etc. Must be able to use body members 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.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, 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 financial and administrative 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 job of ESSER Accounting Specialist-Instruction. 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 relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of ESSER Accounting Specialist-Instruction.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and 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 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 average 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 officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of ESSER Accounting Specialist-Instruction.

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