

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

**Job Title: ESSER Accounting Technician II
(ESSER 3.0 Funded)**

Department: Business Affairs

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

Job Description

Date Reviewed: January 2022

**Reports To: Assistant Finance
Director**

Purpose of Job

The purpose of this job is to perform administrative/financial functions in a centralized accounting operation for a county wide school system encompassing job functions related to accounts payable and inventory control using knowledge of governmental accounting principles and practices for all Federal Relief Funding. Provides support to district managers and school bookkeepers regarding State of Tennessee chart of accounts, financial software system and accounting procedures. Analyzes and processes a high volume of payments in support of all Federal Relief Funding budgets.

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.

Prepares Crystal reports to reconcile receiving information with invoice and purchase order records for all Federal purchase orders. Responsible for ensuring that there is a three-way match between purchase order, receiver and invoice. Corresponds with departments to resolve receiving and invoicing issues for all Federal purchase orders.

Performs appropriate bookkeeping functions in payments ensuring that they are approved by the appropriate administrative levels, coded accurately, properly classified, paid to the proper payee with the correct amount and with the required documentation and that proper policies and procedures have been followed in making payments. Reviews invoice due dates and calculates appropriate discounts. Reconciles and resolves any discrepancies noted for all Federal purchase payments.

Analyzes invoices prior to payment to ensure that non applicable charges (such as sales tax and excessive freight) are not paid. Compare invoice pricing with purchase order to ensure that prices charged are in line with the purchase order. Follows up on noted budget overages. Reconciles and resolves any discrepancies noted for all Federal purchase orders.

Verifies accounts payable backup matches the amount and vendor name on the printed checks. Distributes checks to accounts payable vendors and payroll vendors for all Federal payments

Processes the liquidation of encumbrances, verifying that purchase orders are correctly liquidating, and assists in the resolution of any discrepancy for all Federal purchase orders.

Provides training, researches, and resolves issues and requests for technical support from district managers and school bookkeepers (55) county-wide, as it relates to the general ledger chart of accounts, travel documentation, procedures, budget, corrections to general ledger, invoice and purchase order status, and general ledger account status for all Federally funded accounts.

As the main point of contact, responsible for researching discrepancies, problems, or related matters and resolving vendor problems for all Federally funded accounts.

Reviews and processes payment for travel reimbursement requests for mileage and professional development leave and ensures accuracy and compliance with CMCSS travel regulations, notes any discrepancies and, if appropriate, returns reimbursement request to employee for additional documentation or correction for all Federally funded accounts.

Creates accounts receivable invoices to schools for cost sharing charges; Processes and distributes invoices as appropriate for all Federal Relief Funding.

Receives payments, issues receipts, and determines proper account code classification for monies received in the office. Creates deposits to the general ledger and prepares backup documentation for deposits to be sent to the County Accounts & Budgets Department and County Trustee.

Performs monthly bank reconciliation for Federal fund (142) as compared to the County Trustee school report accounting for outstanding checks, deposits in transit, and wire transfers in transit.

Reconciles vendor statements by comparing them to the financial software system software and resolves any differences with the vendor for all Federally funded purchase orders.

Creates, maintains, and organizes open purchase order hard copy files. Performs weekly review of all open purchase orders that are partially complete and resolves any discrepancies for all Federal purchase orders.

Prepares and posts assigned weekly/monthly journal entries.

Assists in year-end closing by reviewing all outstanding encumbrances for their validity, ensuring goods received on or prior to June 30 are properly booked as payables for all Federal purchase orders.

Utilizes various software programs for the purpose of researching and solving problems.

Prepares courier envelopes for delivery of invoices, checks, and etc. to the schools and other departments.

Scans all backup for accounts payable payments (invoices, check requests, travel reimbursement, credit card statements, and etc.) for all Federal funds into the electronic document scanning software. Reviews and maintains document indexes as needed.

Organizes and maintains hard copy files for all accounts payable checks and backup, accounts receivable invoices and backup, and bank statements for paid and outstanding checks for the Federal Projects Fund.

Ensures that accounting related to all Federal Relief Funding are maintained accurately and in accordance with generally accepted governmental accounting standards.

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

Completes asset acquisition forms into the asset management system for all Federal Relief Funding 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.

Assists in physical inventory counts where Federal Relief Funding assets are located.

Coordinates and verifies funding availability with the ESSER Accountant to ensure Federal payments are made on time and have sufficient cash flow.

Will also serve as backup to the ESSER Payroll Officer(s) during peak times to help process payroll timesheets, stipend payments, etc.as directed by the Assistant Finance Director.

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 of which one year of accounts payable experience in a medium to large organization is preferred. Additional years of related experience may be substituted for each year of the college requirement; or a bachelor's degree in accounting or related fields with two years of inventory control, accounting or work experience of an analytical nature is required. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted. Must possess functional knowledge of word processing, spreadsheet, and report generating software. Valid driver's license and the ability to provide reliable transportation to all CMCSS locations.

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 Technician-II. Has considerable 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.

**(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, which includes a computer, printer, copy machine, facsimile machine, calculator, telephone, scanner, 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 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 Technician-II. 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 Technician II.

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: Requires 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 minimal stress when confronted with an emergency related to the job of ESSER Accounting Technician II.

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