

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

Job Title: Relief Funding Accounting Technician II
(ESSER 3.0 Funded)

Department: Business Affairs

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

Job Description

Date Reviewed: October 2022

Reports To: Assistant Finance Director II

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, inventory control, and assisting with Federal Relief Funding Projects using knowledge of governmental accounting principles and practices for all Federal Relief Funding. Provides support to Federal Projects Accounting team, district managers and school bookkeepers regarding State of Tennessee chart of accounts, financial software system and accounting procedures. Supports all Federal Relief Funding projects by accounting for all newly purchased property and equipment (including construction/capital outlay) in the asset management systems as well as resolve any discrepancies related to these assets; assisting with analyzing and processing a high volume of vendor payments; collecting and reviewing data/documentation as requested for any district or third party monitoring; and assisting in other areas as directed in accounting/payroll that are needed for Relief Funding duties. Position is dependent upon ESSER 3.0 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.

Provides backup for the ESSER Accounting Technician II in completing asset acquisition forms into the asset management system for all Federal Relief Funding related purchases that qualify as an accountable item.

Coordinates with the ESSER Accounting Technician II in properly tagging the accountable items and resolving any asset inventory discrepancies.

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

Investigates property loss of any Federal Relief Funded assets. Uses district software tracking programs to analyze known users for missing desktop computers, laptops, and iPads purchased with Federal Relief funds. Works with the Assistant Finance Director II and other Finance Director to determine financial responsibility for those Federal Relief funded assets that are lost or stolen.

Reviews and analyzes the monthly Accounts Payable report to ensure that all Federal Relief funded assets are submitted to the Asset software and activated within our Accounting software (Munis). Applies financial and governmental accounting and budgetary knowledge to verify proper accounting of purchases are being followed.

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

Provides the Business Affairs leadership and Federal Relief Funding staff with necessary status data on Federal Relief funded property and equipment to meet Federal reporting requirements. Coordinates with Federal Program team if necessary for any collaboration needed regarding asset tracking, tagging, or physical inventory counts.

Analyzes and tracks the Federal Relief Funded construction in progress (CIP) process for capital outlay. Working closely with the Operations Department in verifying the progress and tracking of each project and reports results to the appropriate staff in the Business Affairs Department on a regular basis. Meticulously track detailed data/documentation as each construction/capital outlay payments are made and provides all backup documentation needed to the Assistant Finance Director II for the activation of all CIP assets.

Coordinating with the Federal Senior Accountants in confirming the appropriate accounts are being used for construction/capital outlay and other property/equipment purchases.

Assists in tracking all upcoming payments needed on a daily basis to ensure cash flow needs are communicated the appropriate staff in the Business Affairs Department especially for large payments related to any construction/capital outlay purchases.

Assists the Federal Senior Accountants providing any data or documentation that is required for internal and external monitoring of the Federal Relief funds.

Serves as backup during peak times to help process payroll timesheets, stipend payments, etc.as directed by the Assistant Finance Director as it relates to Federal Relief funds.

Assists the Federal Programs Team in any monitoring, reporting or analyzing of data related to Federal Relief funds as directed and approved by the Chief Financial Officer or 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 Relief Funding 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 Relief Funding 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 Relief Funding 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 Relief Funding 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