

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

Job Title: Senior Accountant

Department: Business Affairs

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

Job Description

Date Reviewed: October 2023

Reports To: Assistant Finance Director II

Purpose of Job

The purpose of this job is to perform management-level accounting and decision-making 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 training and support for fixed assets to various district employees, managing investigations and propose solutions regarding fixed asset reconciliation issues, compiling and analyzing fixed asset reports, reconciling and balancing accounts, assisting in month end and year end close, assisting in implementing fiscal policies and procedures, managing and troubleshooting asset system software, assisting with accounting software upgrades, solving advanced problems with the management team, and analyzing data and make recommendations to decision makers..

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.

Assists the Assistant Finance Director in ensuring that accounting records are maintained accurately and in accordance with generally accepted governmental accounting standards.

Ensures compliance with all federal and state reporting requirements.

Participates in month-end and year-end close out procedures by performing duties such as entering closing entries and analyzing payables and receivables for accruals.

Consults with the Assistant Finance Director concerning problems with existing software applications and enhancements to enable the accounting operations to work more efficiently.

Researches and resolves problems of the most complex difficulty pertaining to all aspects of fiscal services. Provides technical advice to staff, department heads, and principals.

Compiles and analyzes all asset data records for accuracy and completeness for Federal monitoring requirements, and provides the data by the reporting deadline.

Provides assistance to auditors by identifying requested information and answering inquires.

Continuously analyzes operations to streamline accounting processes and improve efficiencies.

Assists Property Control Team in managing and tracking the district's 85,000+ fixed assets. Maintains a database of all accountable property as defined by administrative policy. Maintaining property control records for capital asset acquisitions and disposals. Assist in reconciliation of annual physical inventories by helping to resolve complex issues with the Property Control Officers. Serve as a backup to perform physical inventory counts.

Reviews new equipment acquisition requests entered in the system by the Property Control Officers and posts the new assets once approved.

Serve as liaison with the Technology Department for mass acquisitions and mass retirements. Reviews data collected by the Technology Department for mass acquisitions in regard to desktop computers/laptops for new assets and reconciles differences between purchase/lease information, assignment of asset to employee/student, and monitoring software tracked by the Technology Department. Reviews and reconciles all GovDeal lot information regarding mass retirements of desktop computers/laptops and posts the retirement of those assets.

Reviews monthly Accounts Payable reports for inventory acquisitions or adjustments that may need to be recorded as fixed assets. Applies financial and governmental accounting and budgetary knowledge to verify proper accounting of purchases are being followed.

Assists with testing and implementation of software upgrades.

Procures and compiles annual Advanced Placement Reimbursement data from the Instruction Department for Assistant Finance Director to review and process.

Performs monthly reconciliation of the credit card transactions received at the district level.

Completes reconciliation of Technology Protection Plan by comparing spreadsheet to GL account and PowerSchool and the credit card bank statement

Corresponds with credit card processor regarding chargebacks on disputed credit card payments. Investigates and prepares rebuttal documents for all credit card disputes. Prepares journal entries for chargebacks and reversals. Communicates with Trustee for all credit card charge disputes and resolutions.

Manages the electronic documents system for the Business Affairs Department, including but not limited to creating and maintaining vendor invoice setup for scanned documents, reconciling accounting system records to electronic documents to ensure no records are missing or have incorrect indexes and performing end-user problem solving and training.

Provides back up support for all deposit reviews and postings, daily credit card deposits, and scanning/indexing of all deposits into the electronic document system.

Serves as the Financial Analyst back-up for developing, managing and reconciling employee benefit deduction reconciliation spreadsheets by using various excel formulas to compare the insurance company's billing to the employee payroll deductions and configuring the difference between the 12-month billing cycle to the 10-month deduction cycle. Coordinates with the Benefits Section in the Human Resources Department to resolve discrepancies. Assists the Assistant Finance Director with preparation of the miscellaneous payrolls as it relates to terminated employees that are due insurance refunds by assembling, organizing, and analyzing information from the employee benefits insurance reconciliation spreadsheets.

Serves as the Assistant Finance Director II's back up and support.

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; one of the three years must have been in the business department of a local education agency. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted.

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 Senior Accountant. 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 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