

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

Job Title: Internal Control Analyst

Department: Business Affairs

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

Job Description

Date Reviewed: June 6, 2022

Reports To: Finance Director

Purpose of Job

The purpose of this job is to review practices to ensure that fiscal policies and procedures are being followed at the district level and the internal school funds level, to assist in reviewing the internal controls to ensure that controls are proper and functioning appropriately, provide information to Business Affairs leadership Team and others district leadership as requested regarding board and school accounts, assist the Internal Control Specialist as needed for reviewing practices for board and school accounts, and provide recommendations for the Business Affairs Department related to policies and procedures as directed by leadership.

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.

Reviews and examines activity in the district accounts and internal school accounts to ensure that they are following guidelines that have been established. Questions and investigates items if any are identified in the review and documents in writing the result of the review. Sends communication and/or reports as necessary. The reviews are both scheduled and unannounced throughout the year for both the district and schools. An expanded review may be necessary depending upon the results from the original review plan.

Prepares training materials and (as directed) conducts training to employees regarding district policies and procedures as it relates to internal controls and results of monitoring the district and individual school accounts.

Reviews and examines a variety of internal school activities and/or procedures for the purpose of ensuring compliance with established controls and detecting issues occurring at the school level so proper resolution can be determined.

Reviews district and school level internal processes and controls to ensure financial information is properly processed, reported and safeguarded.

Assists the Internal Control Specialist in conducting examinations of controls systems to ensure that assets are safeguarded and controls are effective and operating as designed.

Makes recommendations for new processes and controls if areas are identified where there are weaknesses. Assists with the documentation and implementation of new policies and/or procedures.

Assists in reviewing fundraising analysis reports for internal school accounts and reports any concerns to Business Affairs leadership.

Communicates with district and school accounting staff to answer questions and refer them to policies, procedures, laws, and regulations.

Assists the Internal Control Specialist in conducting annual internal control assessment and documentation of internal controls. Perform random interviews of district and school employees to ensure they are aware of the internal controls in place.

Reviews all school procurement card purchases and backup to ensure all documentation was attached, are reasonable purchases, and meets all procurement guidelines in order to ensure compliance and help detect any fraud.

Review a sampling each month of district procurement card purchases and backup to ensure all documentation was attached, are reasonable purchases, and meets all procurement guidelines in order to ensure compliance and help detect any fraud.

Reviews certain online vendor purchases for district and individual school accounts to ensure proper backup documentation is attached, purchases are reasonable and valid, and meets all procurement guidelines in order to ensure compliance and help detect any fraud.

Performs revenue reviews for the district and school accounts to ensure all funds expected were received, posted to the proper account, and receipts were written correctly.

Performs reviews of cash on hand for the district and school accounts to include scheduled and unscheduled verification of funds on hand.

Periodically interviews the Business Affairs staff and school bookkeepers to ensure all are following the department's specific guidelines regarding security of passwords, safeguarding information, user access, and etc.

Participates in a variety of meetings, to include meetings with school bookkeepers, Business Affairs ISA team and leadership team, and other district employees as required.

Retrieves and analyzes data as requested from Business Affairs leadership.

Reviews Business Affairs Departmental ISO documents and perform interviews to ensure procedures are being followed. Provides recommendations to update policies and/or procedures to the Business Affairs leadership team.

Assist the Internal Control Specialist in investigating cases of suspected fraud and helps to ensure that proper the reports are filed with the state.

Receives regular training necessary to stay current on state and local laws and regulations to ensure the district and schools stay in compliance. Reports out any changes as necessary to the Business Affairs leadership team.

Responds to inquiries and assists State Comptroller's Office Fraud Investigators where required.

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 or school in 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. 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 Internal Control Analyst. 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 Internal Control Analyst. 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 Internal Control Analyst.

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 Internal Control Analyst.

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