

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

**Job Title:** Relief Funding Accountant-Business Affairs  
(ESSER 3.0 Funded)

**Department:** Business Affairs

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

**Job Description**

**Date Reviewed:** April 2023

**Reports To:** Chief Financial Officer

**Purpose of Job**

The purpose of this job is to perform staff-level accounting 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 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 relief funding program director and staff regarding budgets and financial compliance issues, collaborate with the Instruction Department ESSER Accounting Specialist, and accounting for all newly purchased relief funding property and equipment in the asset management system. Position is dependent on relief 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 relief funding 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 relief funding funds for the district.

Provides full-charge accounting and reporting services for the relief funding 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 relief funding 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 relief funding budget to facilitate the management of the project. Monitors account balances, advises relief funding program director on budget amendments,

records budget amendments when submitted, and ensure that budget reporting to the State and Federal is in compliance.

Responsible for cash management of relief funding federal funds by monitoring cash flow and making timely requests for funds.

Assists with the preparation of the relief funding federal projects budget to include the relief funding federal payroll schedule which consists of:

- Reconciling FTE positions from position control to the payroll schedule and payroll records
- Forecasting salaries
- Configuring related benefits

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

Consults with State and Federal Consultants at the Tennessee Department of Education regarding relief funding federal projects.

Responsible for staying up to date and implementing new requirements for relief funding federal projects and reporting. Maintains professional and technical knowledge by attending annual fiscal training and webinars throughout the year.

Participates in year-end close out procedures for relief funding projects by performing duties such as entering closing entries, analyzing encumbrances, calculating indirect cost, analyzing and bringing forward starting budget balances. Prepares and submits FERs (Final Expenditure Reports) in State Dept. ePlan system at year-end for relief funding projects.

Reviews relief funding federal sections of the draft financial statements and schedules, particularly the grant schedule, for accuracy and completeness prior to the Chief Financial Officer signing the acknowledgement form for the auditors.

Researches and resolves problems of the most complex difficulty pertaining to all aspects of fiscal services related to relief 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 relief funding federal projects.

Provides required fiscal documentation for scheduled monitoring of relief funding programs.

Provides Uniform Grants Guidance Guidelines for relief funding programs and any updates to Continuous Improvement personnel to maintain on CMCSS website.

Continuously analyzes operations to streamline accounting processes and improve efficiencies as it relates to relief funding programs.

Approves MUNIS relief funding federal projects requisitions in excess of \$20,000 once verifying non-disbarment vendor status in [www.sam.gov](http://www.sam.gov).

Assists the Finance Director with the annual SAM registration process.

Provides the relief funding federal program director and staff with necessary status data on relief funding federal funded property and equipment to meet Federal reporting requirements.

Provides assistance to operations in reconciling relief funding capital projects and monitoring of account balances.

### **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 Relief Funding Accountant-Business Affairs. 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 10 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.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**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.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

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**Date**