

CLARKSVILLE-MONTGOMERY COUNTY SCHOOLS SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Senior Accountant-Reporting and Compliance

Department: Business Affairs

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

Job Description

Date Reviewed: May 2023

Reports To: Finance Director

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 but are not limited to providing accounting and reporting services for a multi-fund environment, preparing and analyzing local, state, and federal reporting to comply with all local, state, and federal requirements, reconciling and balancing accounts, assisting in month end and year end close, assisting in monitoring, implementing, and updating fiscal policies and procedures, assisting with budget development and budget amendments, 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.

Post journals for the deposits after the county's accounts and budgets department sends back the confirmed deposit documentation. Organizes and maintain hard copy files for all district deposits. Scans and indexes deposits documentation into electronic scanning program.

Reconciles revenues monthly with the County Trustee's report. Investigates any discrepancies and communicates with the Trustee office for resolution.

Researches new or unknown deposits requests from the trustee's office in order to ensure proper posting and recording of revenue.

Serves as backup to the Assistant Finance Director in daily reviews of deposit records from accounting for accuracy and correctness prior to submitting to the county's accounts and budgets department.

Tracks, reviews, and submits state sales tax reporting and payments for schools. Reconciles and corrects any sales tax issues with the state. Manage users allowed to view/enter sales tax reporting for the district in the state's online reporting system.

Maintains knowledge of the annual budget and budget amendment process in order to assist with preparation and provide quality control of the annual budget and budget amendments.

Assist in preparation of annual budget sheets to distribute to departments. Reconciles the annual budget

sheet submissions to the ERP system and to the external budget reports used for presentations.

Monitors actual expenditures against budget allocations and revenue collections versus estimates. Investigates any differences. Recommends budget amendments as needed to the CFO and Finance Director.

Assists in tracking and preparing budget amendment requests throughout the year and ensuring all back up documentation is received. Prepares the budget amendment journal entries and reconciles the reports.

Updates and analyzes the monthly sales tax reports from the County Trustee's office and ensure proper budget amendments are submitted based on expected year-end revenue.

Completes the school boards annual budget, budget amendments, and final expenditure reports in the state's reporting system (ePlan).

Assists in completing and submitting the documentation for the appropriated annual budget as required by the state's comptroller office.

Reviews the information regarding the proposed annual budget for the School Board Department as it relates to the media release for the Montgomery County annual budget.

Supports implementation of all new Governmental Accounting Standards Board (GASB) pronouncements for accuracy of the annual financial statements.

Participates in monitoring all financing leases for the district and assists in completing all documentation for local, state, and federal requirements. Complete journal entries as required in the ERP system.

Calculates and reports the annual per pupil expenditures by school location to the State Department of Education. Provides analysis, as necessary, for differences in per pupil expenditures at school locations and answers questions and provides communication as appropriate.

Prepares and submits all fiscal reporting for the Tennessee Investment in Students Achievement as required by the State Department of Education.

Assists in collecting and reviewing the individual school budgets to ensure compliance with the state's Internal School Funds Manual.

Calculates board allocations provided to schools. Reconciles, prepares and submits the bi-annual allocation payments to schools.

Assists the Assistant Finance Director in 1099 preparations. Reviews monthly all district and school payments to ensure they are recorded correctly for 1099 purposes. Make necessary changes for district payments in the financial system. Advises the ISA Accounting Specialist of corrections needed in the ISA financial system.

Assists the Assistant Finance Director in the annual review of unclaimed property for the district and individual schools, performs due diligence for those properties, and reports unclaimed property to the appropriate states based on each states unclaimed property rules as directed.

Assists in reviewing and submitting the annual Impact Aid survey for federally connected students.

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

Assists as directed with testing and implementation of software upgrades for the ERP system.

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.

Helps create new accounts as needed for the District's Chart of Accounts and ensuring proper approval workflow is created.

Participates in monitoring cash balances of all funds and related cash requirements for the purpose of ensuring the acceptable cash flow is maintained including but not limited to requesting cash drawdown for capital projects and comparing cash flow actuals versus the forecast provided to the state comptroller's office.

Assists in the annual completion of the SAM.GOV registration process.

Assists the Finance Director in reviewing the Annual Financial Report prepared by the state comptroller's office and the ISA financials as prepared by a third party CPA firm.

Assists in completing the annual Payment Card Industry Data Security Standard (PCI DSS) compliance reporting as well as the annual reviews for the merchant credit card processing system.

Acts as the department's point of contact for all ISO documents. Ensures all documents are reviewed at least once annually and all changes to policies, procedures, or forms are updated timely and submitted to the CFO for approval.

Participates in troubleshooting the ERP accounting and reporting system. Assists the Finance Director in periodically reviewing and requesting updates to end user access to the ERP system.

Prepares and submits any documentation for compliance with the state's Uniform Electronic Transaction Act as defined in T.C.A. § 47-10-101.

Assists the 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.

Consults with the 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.

Performs other duties as assigned by the Finance Director.

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-Reporting and Compliance. 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.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date