

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

**Job Title:** Accountant II

**Department:** Business Affairs

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

**Job Description**

**Date Reviewed:** June 2024

**Reports To:** Accounting Director

**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 but are not limited to providing accounting and reporting services for a multi-fund environment specifically in the areas of federal projects and grants, providing guidance and support to the federal and grant program directors and staff regarding budgets and financial compliance issues, posting and reconciling revenue for all funds, account reconciliation of all funds, assisting in month end and year end close, performing Child Nutrition data reconciliation and journal postings, and reviewing open purchases orders to ensure timely liquidation.

**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 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 month end and year-end close out procedures for federal projects by performing duties such as entering closing entries, analyzing encumbrances and ensure open purchase orders are closed out timely, analyzing encumbrances, completing interfund reconciliation for due to/due from accounts, analyzing and bringing forward starting budget balances as assigned. Assist in preparation of the 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.

Organizes and maintain hard copy files for all district deposits. Scans and indexes deposits documentation into electronic scanning program.

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

Compiles annual credit card rebate information on spreadsheet by using various excel formulas and pivot tables and analyze the proper fund that should receive the rebate. Creates and post journal for accounts that receive the credit card rebate.

Encumbers all non PO vender purchases from schools for board funds into financial software system. Liquidates all encumbrances of non PO vender purchases into financial software when check request is received from schools and approved by appropriate personnel. Verifies check request is correct and resolve any discrepancies.

Reconcile and settle all interfund due to and due from balance sheet accounts which includes: pulling journal backup, making sure the correct accounts each time a transfer in made, looking up all accounts and importing into excel spreadsheet to balance accounts, verifying and resolving any discrepancies, and creating Interfund Transfers Request forms to settle the balances.

Assist in the year-end balance sheet breakdown by project number for Federal Projects fund. Collects data and inputs data into a spreadsheet so federal team has correct information to submit FER's at year end for all grants.

Responsible for reviewing deposit from accounting at year end (during July) and determining which fiscal year the deposit should be made to. Provide accounting the correct account code to deposit when depositing into prior fiscal year and list items on the year-end receivables spreadsheet. Responsible for keeping year-end receivables spreadsheet updated for each account/fund and to do journal entries for all year-end receivables.

Manages the Excel database for students/parents who have purchased the Technology Protection Plan for student laptops. Reconciles periodically the database to the SIS (PowerSchool).

Generates the daily reports for the online credit card and electronic check payments and records transactions into the financial software system. Provides County Trustee with the detailed deposit information for online payments.

Checks daily with bank website to verify that credit card and electronic check payments have been deposited into our account. All information is recorded and verified on excel spreadsheet to verify totals and dates match. Provides information to the Trustee regarding monthly interest received and any credit card fee transactions.

Imports and reconciles the weekly transportation work orders and bill third parties and do journal entry for other funds.

Reviews monthly child nutrition activity and reconciles information with the subsidiary records. Makes necessary journal entries and transfers.

Prepares the monthly data for maintenance purchase card transactions are prepared used for payment processing.

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

Acts as a backup to the Federal Programs Senior Accountants in the various duties as assigned.

Acts as backup to the Senior Accountant-Reporting and Compliance employee in regard to analyzing the accuracy and posts revenues received for all funds and reconciles monthly with County Trustee's report. Investigates any discrepancies and communicates with the Trustee office for resolution. Helps research new

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

Alternates with the Senior Accountant regarding daily reviewing of deposit records from accounting for accuracy and correctness prior to submitting to the county's accounts and budgets department. Post journals for the deposits after the county's accounts and budgets department sends back the confirmed deposit documentation.

Performs reconciliation and verification of data in payment of third party invoices for items such as school based health services and children in residential treatment facilities and provides to Finance Director for payment approval.

Performs monthly reconciliation, journal entries, and monitoring of outstanding Workman's Comp account.

Reviews the monthly invoice for background checks to verify if charges for certain federal (or other) employees need to be charged to a different account.

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

Assists in reviewing the check requests received from Child Nutrition for lunch deposit needing to be refunding to students and employees prior to giving the check requests to the Finance Director.

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

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

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 Accountant II. 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**

\_\_\_\_\_  
**Employee's Munis Number**

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

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**Date**