

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

Job Title: Accounting Specialist**Department: Business Affairs**

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

Job Description**Date Reviewed: August 2018****Reports To: Finance Director****Purpose of Job**

The purpose of this job is to perform administrative and decision making functions as a liaison with school Bookkeepers and Principals. Responsibilities include oversight, guidance and training of ISA (Individual School Accounts) bookkeepers, supervision of ISA support personnel, conducting annual in-service, ensuring compliance with Board and State policies, compiling and/or evaluating reports and other support as needed.

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.

Maintains a comprehensive knowledge of the Tennessee Internal School Uniform Accounting Policy Manual and stays abreast of changes. Provides oversight and guidance on a daily basis for ISA activities ensuring compliance with the Tennessee Internal School Uniform Accounting Policy Manual, Board Policy and directives from the Business Office. Must be able to interpret and apply the policies. Responsible for researching and resolving questions regarding the application of policies.

Provides training and technical assistance for accounting software and other automated programs utilized by bookkeepers and ISA accounting technicians in Business Affairs department. Consults with third party vendor regarding concerns or problems with the software application.

Develops and conducts, including preparation of material and presentation, annual in-service sessions as considered necessary (normally consists of at least three),.

Provides one-on-one training with Principals, as requested, as well as occasional group training of principals.

Performs monthly audit of ISA accounting reports submitted for review and coordinates year-end closing activities.

Analyzes, develops and implements accounting processes and internal controls to ensure financial integrity of operations at the school level.

Supervises ISA support personnel to include providing annual evaluations, approving time records and time off requests and assisting in the hiring of staff.

Acts as the system administrator to include training and day to day operations for the following programs: Volume Purchase Program (through Apple for ipads), Singlepoint – US Bank Online Banking Program, AccessOnline - US Bank Credit Card Program, Telepay – US Bank credit card payment procedure. Responsible for determining appropriate access (ie. inquiry only, limited, full) and granting access in the system and for terminating access.

Manages effective communication and relationships between the Business Affairs School Support section and schools, instruction and other departments, and external entities.

Compiles quarterly reports of ISA fund balances and other reports as requested.

Continuously evaluates procedures and accounting software for needed improvements. Maintains an updated procedure manual for bookkeepers.

Provides guidance, training and oversight to Business Affairs ISA section staff regarding fund-raisers and camps.

Conducts site visits on a recurring basis to all schools.

As the CMCSS coordinator for the disposal of records, compiles all reporting data and trains new personnel regarding the forms and procedures for record disposal.

Oversees annual ISA audit process to include assisting the auditors of the contracted auditing firm during the audit process, maintaining compliance paperwork, drafting responses to the state for final audit findings and development of action plan for correction of any areas with findings, and notifying the school principals, bookkeepers, Central Office Administrators and the board of any findings.

Performs audits of individual school financial records on an interim or when circumstances dictate.

Participates as a member of the departmental leadership team.

Sets up accounting offices for all new schools which consists of opening checking and credit card accounts, ordering accounting software, setting up online accounts, ordering forms for accounting software, coordinating with technology for equipment, loads manual on desktop and notifies all departments of new bookkeeper to set up in various CMCSS systems.

Researches, analyzes and provides information regarding ISA activities for budget preparation.

Analyzes information related to school operations as requested.

Balances financial accounts/books on a regular basis.

Receives reports; reviews/compares data for accuracy; records information.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Two years of college with a minimum of 12 semester hours in accounting and a minimum of four years experience in accounting, business management, public administration or related area. Two of the four years must have been in a school bookkeeping position using accounting software. Additional years of experience as a school bookkeeper may be substituted for each year of the college requirement; or A Bachelor's degree with 24 semester hours in accounting coursework and two years of experience in a school bookkeeping position using accounting software

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 Accounting Specialist. 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. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

(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, which includes a computer, printer, copy machine, facsimile machine, calculator, telephone, 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 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 Accounting Specialist. 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 Accounting Specialist.

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 Accounting Specialist.

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