

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

Job Title: Administrative Analytical Specialist

Department: Business Affairs

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

Job Description

Date Reviewed: February 2021

**Reports To: Chief Financial
Officer**

Purpose of Job

The purpose of this job is to perform administrative and decision making functions within multiple areas of the Business Affairs Department reporting directly to the Chief Financial Officer. Major areas of duties and responsibilities include budget development, reconciliation and analysis with emphasis in payroll data and budgeted positions, and compiling and submitting reports such as the Annual Federal Impact Aid Survey and budget and year end reports to governing entities.

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.

Heavy involvement with the CFO and Finance Director to budget and amend budgets in the payroll and benefits area which comprises approximately 86% of the budget by performing forecasts and analysis of the payroll and benefit accounts.

Calculates budget allocations provided to the schools.

Processes payment requests for capital projects. Communicates with contractors and banks for retainage accounts and determines retainage payments.

Identifies necessary resources for proposed program initiatives and prepares cost analysis.

Monitors and reconciles payroll database "Position Control System". Ensures for all recommended adjustments to the system (i.e. establishments, abolishment's,

classification &/or pay-grade changes) are in accordance with the adopted budget, with exceptions returned for further justification.

Utilizes “Position Control System” database in the development of the payroll budget.

Reviews and approves personnel classification/payroll changes as it relates to the fiscal impact on the budget and verifies account codes are appropriate in accordance with the State Chart of Accounts.

Designated as District System Administrator for the copier lease which includes maintaining user codes in the system, recording monthly readings for cost distribution to departments, preparing annual usage report for submission to vendor in order to evaluate actual to contract costs, maintaining supplies for copier and submitting service orders.

Designated as District System Administrator for the postage meter which includes monitoring available postage on meter and submitting requests for replenishment, assisting in troubleshooting meter errors as they occur and general knowledge of the functioning of the meter in order to meter outgoing mail if necessary.

Conducts the annual Impact Aid survey for federally connected students, which includes but not limited to:

- reviewing, researching and staying abreast of compliance requirements
- designing the survey form to ensure that all required information is requested
- determining, the survey date, communicating information to all schools and conducting meetings as considered necessary
- reviewing completed data compiled by the Accountability Team
- prepares and submits the “Application for Impact Aid” to the U. S. Department of Education

Reviews professional leave requests from District employees to ensure compliance with CMCSS policies. Resolves any discrepancies noted with the forms by communicating with the employees or supervisors.

Maintains the district’s travel cards to include signing out and signing in and reconciling the monthly statements.

Reconciles payroll bank account. Places stop payments on checks as necessary.

Reviews check requests for accuracy and correctness. Resolves discrepancies by working with department heads.

Track and prepare budget status reports for on-going construction and renovation projects and attends key meetings between the Chief Financial Officer, Chief Operations Officer, Facilities Manager and Director of Schools to determine the status of funds.

Provides information to technology department for workflow routing in the financial system.

Provides guidance to District personnel to ensure compliance with the District's Chart of Accounts.

Assist District personnel with accessing financial data on the District's financial software.

Prepares financial forms needed such as credit applications and tax exemption certificates.

Oversee school system's compliance to the CTAS Records Management Guide that outlines the retention schedule for public records.

Compiles data, prepares and submits various state and local financial reports (i.e. Annual Financial Report, Career Ladder Report, and Budget Report).

Participates as a member of the departmental leadership team.

It is imperative that this person stays abreast of local, state, and federal policies relevant to the above subject matter.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum of a bachelor's degree in Business Administration or a related area is recommended. Experience equivalent to two years in an administrative area such as accounting, business management, public administration, or other related areas. Must be proficient in Microsoft Office products. One of the years of experience must have been in the business department within public education. An additional year of experience in the areas identified may be substituted for each year of the college requirement.

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 Administrative Analytical 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 especially Microsoft Office Products. 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 Administrative Analytical 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 Administrative Analytical 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 minimal stress when confronted with an emergency related to the job of Administrative Analytical 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