

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

**Job Title: Grants Accounting Technician****Department: Instruction****H.P.D. Varies****D.P.Y. Varies****Grade: J****Job Description****Date Reviewed: July 2019****Reports To: Director of  
Accountability****Purpose of Job**

The purpose of this job is to provide guidance, training and backup support to grant supported programs in the performance of general accounting and administrative duties in the School System using knowledge of accounting principles and practices as outlined in the *TN Internal School Uniform Accounting Policy Manual* and school board policy. Duties and responsibilities include full-charge bookkeeping of a grant supported program, reconciling and budgeting monies received and disbursed from grant accounts, budgeting and tracking various allocations from the Board of Education and from fund raising events, purchasing, and assisting in coordinating general office procedures.

**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.**

Provides guidance as scheduled for grant supported programs ensuring compliance with the Tennessee Internal School Uniform Accounting Policy Manual, Board Policy and directives from the Business Office.

Researches and resolves issues when bookkeepers are out of balance.

Conducts initial fraud investigation by researching and compiling information when fraud/findings are reported within a grant supported program. Coordinates with HR, management and the State Comptroller. Works with State Comptroller to provide additional information as requested.

Trains new bookkeepers at school sites with grant program procedures and assists with group training.

Verifies, reconciles and records data from ticket reconciliations into ledger books which are audited by a contracted auditing firm.

Assists with the development of new grant program forms and procedures.

Assists the Grant Programs' Director with in-service training including preparation of materials.

Serves as a liaison for the school grant coordinator providing guidance for procedures with grants.

Reviews grant monthly reports to ensure reporting compliance and accuracy.

Maintains files for grant program records, to include storage and proper disposal of files and establishing new files at the beginning of the year.

Prepares and submits certified and classified grant program pay logs.

Inputs data for payroll, reconciles absences and discrepancies, verifies time and attendance records, reviews for accuracy and proper authorization.

Assists with grant program travel arrangements, verifies all required documents upon completion of travel, and handles reimbursements of travel expenses.

Compiles and prepares local, state and federal required grant program reports and data within established timeframes.

Prepares and processes accounts payable; maintains accounting records in the payment of approved invoices and distribution of checks to vendors.

Prepares and maintains required statistics, records, files, documents and reports for administrative purposes.

Posts and files journal entries for a variety of transactions utilizing invoices, purchase orders, and bank statements, etc.

Reconciles and submits monthly and quarterly grant programs financial reports to Central Office Accounting Department, and files copies with grant records for yearly audit by outside accounting firm.

Uses various office machines/equipment to prepare reports and other documents; processes checks; compiles and computes numbers for reports and statistics.

Maintains office equipment-submitting requests for maintenance and repair, and ordering supplies for equipment.

Assists the Grant Program Director in preparing grant program budget.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Responds to questions regarding invoices, entries on monthly reports or procedures for properly submitting items for payment.

Prepares and submits purchase orders to include soliciting bids when appropriate, issues P.O. to vendors for school and teachers, and processes orders for textbooks and teacher materials.

Inventories and orders supplies for grant programs. Processes, sorts and distributes warehouse supply orders. Receives and verifies orders from outside vendors. Delivers or arranges delivery of merchandise to requestor.

**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 twelve semester hours in accounting and a minimum of two years bookkeeping or related experience. Additional years of related experience may be substituted for each year of the college requirement; or a Bachelor's degree with 18 semester hours in accounting coursework.

**KNOWLEDGE OF JOB**

Has thorough knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Grants Accounting Technician. Has thorough knowledge of accounting and school 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 financial 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 office machines and equipment, such as telephones, computers, typewriters, copiers, adding machines, calculators, two-way radio, etc. Must be physically able 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. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, 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 and financial 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 position of Grants Accounting Technician. 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Grants Accounting Technician.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected 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 office 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 minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires 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 elected 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 position of Grants Account Technician.

**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**

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**Date**

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**Date**