

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

Job Title: Accountant-Instruction

Department: Instruction

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

Job Description

Date Reviewed: July 2024

Reports To: Director of Accountability

Purpose of Job

The purpose of this job is to perform staff-level accounting functions in a centralized accounting operation for the school system instruction department using knowledge of governmental accounting principles and practices. Major areas of responsibility include providing accounting and reporting services for a multi-fund environment specifically for Elementary and Secondary School Education Act [ESEA] federal projects, providing guidance and support to the Accountability Team and Instruction Team directors and staff regarding budgets, financial monitoring and compliance issues, collaborate with the Business Department accounting team for all newly purchased property and equipment in the asset management system.

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 general purpose and federal funds utilized by the Accountability and Instruction team are maintained accurately and in accordance with generally accepted governmental accounting standards.

Advises programs staff on Local, State, and Federal policy affecting the fiscal administration of funds for the district.

Ensures compliance with all federal, state, and local 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 various funding requirements.

Works closely with the Business Office and staff to ensure budgetary control, guidance for financial compliance, and fiscal support are aligned. Ensures that budgets are aligned with the scopes of work and establishes accounts for the approved budgets to facilitate the management of projects. Monitors account balances, advises programs directors on necessary budget amendments, and keeps records of budget amendments when submitted, and ensure that budgets reporting to the Business Office are in compliance.

Participates in the evaluation of new funding proposals to determine worthiness of development and application by providing feedback as to potential fiscal management concerns.

Assists with the preparation of the funding projects budgets to include the payroll schedules 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 funded positions. Obtains federal time and effort certifications.

Verifies all stipend payment requests for various funds to ensure availability of funding and account code accuracy prior to submission to Payroll.

Responsible for staying up to date and implementing new requirements for the various funding projects and reporting. Maintains professional and technical knowledge by attending annual fiscal training and webinars throughout the year.

Participates in year-end close out procedures for funding projects by performing duties as identified by the Business Office, Accountability, and Instruction Teams.

Reviews draft financial statements and schedules, particularly grant schedules, for accuracy and completeness prior to submission by Accountability Team and Instruction Team to the Business Office.

Consults with Business Affairs leadership team concerning problems with existing software applications and enhancements to enable the accounting and payroll operations to work more efficiently.

Researches and resolves problems of the most complex difficulty pertaining to all aspects of fiscal services related to funding accessed by the Instruction department.

Aids auditors by identifying requested information and answering inquiries as it relates to the various funding projects.

Provides required fiscal documentation for scheduled monitoring of various funding projects and programs.

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

Continuously analyzes operations to streamline accounting processes and improve efficiencies as it relates to Accountability and Instruction Teams' programs.

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-Instruction. Has general knowledge of Business Office, Accountability, Instruction, 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 20 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