

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

Job Title: Accounting Technician - CTE**Department:** Instruction/Career and Technical
Education (CTE)

Grade J
H.P.D. 4
D.P.Y. 220

Job Description**Date Reviewed:** September 2022**Reports To:** Director of CTE**Purpose of Job**

The purpose of this job is to perform general accounting and administrative duties for the CTE Department using knowledge of accounting principles and practices as outlined in the *Edgar's* federal funding guidelines, and school board policy. Duties and responsibilities include bookkeeping of all Career and Technical Education Accounts reconciling and budgeting monies received and disbursed from general purpose, federal, and grant accounts, budgeting and tracking various allocations from the Board of Education, purchasing, and assisting in coordinating general office procedures. Also serves as liaison for outside organizations such as CTSOs, Partners-In-Education, and others.

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.

Responsible for all bookkeeping activities for the CTE Department. Must maintain knowledge of the TN Internal School Uniform Accounting Policy Manual, Edgar's federal funding guidelines, and school board policy and be able to interpret and apply the requirements.

Advises administration and staff on accounting policies as necessary in order to maintain compliance and ensure that internal controls are being followed.

Primary individual responsible for verifying for accuracy and completeness the automated time and attendance records for staff in the CTE Department at Central Services South. Inputs information as necessary, reconciles absences and investigates any discrepancies. Oversees technical problems with computer and time clock entries.

Works with school-based Accounting Technicians to approve and verify appropriate CTE funding as it applies to professional leave absences.

Completes and/or verifies Professional Leave forms for CTE staff, including school-based CTE teachers, to ensure accuracy and compliance with CMCSS travel policies. Coordinates travel arrangements and

conference registrations, verifies all required documents upon completion of travel, and handles reimbursements of travel expenses.

Maintains a comprehensive working knowledge of the various software programs (MUNIS, KRONOS, PowerSchool, Google Suite, etc.).

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

Researches and responds to any questions regarding invoices and clarifies proper procedures for submitting items for payment.

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

Reconciles and submits monthly and quarterly CTE financial reports.

Serves as administrative liaison, works collaboratively and provides assistance to department / Central Office supervisors, school-based administration, faculty, parents, and students.

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

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

Assists CTE Equipment and Resource Support Specialist in managing equipment inventory.

Assists PCO in coordinating with administration and CTE teacher regarding lost/damaged equipment.

Participates with the CTE Director in preparing Perkins Basic and general purpose budget by preparing and providing forecasts of revenues and expenditures as necessary.

Monitors account balances and informs the administration of any concerns.

Verifies accuracy of the accounts and runs year end reports for Director of CTE's approval.

Monitors all CTE accounts to ensure budget expenditures have been posted. Investigates any discrepancies.

Analyzes monthly credit card statements ensuring that all charges are proper and authorized.

Serves as Central Services South coordinator for CTE procurement card and online purchasing program. Issues cards upon request subject to fund availability, appropriateness of the purchase request and spending guidelines as outlined in the Procurement Card Procedure. Reconciles financial transactions with the bank's monthly billing statement.

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

Prepares and submits purchase orders to include soliciting bids when appropriate, issues P.O. to vendors for CTE department teachers, and processes orders for teacher materials, program equipment, and other requested resources based on needs analyses.

Supports High School and Middle School Accounting Technicians/ISAs in the management of CTE specific board funds (General Purpose, Federal Funds and grants) allocated to the school but accounted for by Business Affairs. May enter requisitions for purchase orders into financial software system and receiving data when merchandise arrives. Communicates with Business Affairs accounting staff regarding closing purchase orders and paying invoices.

Coordinates districtwide CTE staff development and CTSO competitions by completing contracts, arranging for supplies and materials and event set up and clean up.

Coordinates transportation for CTE sponsored activities by entering information into trip planner system to schedule the trip and then entering data after the trip in order to close out the trip and provide information for the payment of transportation employees and trip invoicing.

Inventories and orders supplies for CTE office staff and the Early Technical College at TCAT.

Works in conjunction with the CTE Resource and equipment Support Specialist to Process, sort and distribute warehouse supply orders. Receives and verifies orders from outside vendors. Delivers or arranges delivery of merchandise to requestor.

Prepares outgoing mail with postage, and maintains postage logs.

Generates routine correspondence, letters, forms, memoranda, and other documents for the Director of CTE.

Assists in coordination of multiple school events to include planning, purchasing, set up, and preparation.

Assists Director of CTE in preparation of budget amendments and reports.

Compiles mileage reports and expense reimbursement forms for CTE Central Service South staff and school-based WBL teachers.

Maintains CTE files for Federal Auditing purposes.

Maintains financial accounts, requisitions, and receiver reports for CTE funds

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 Accounting Technician-CTA. 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 Accounting Technician-CTE. 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 Accounting Technician-CTE.

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 Accounting Technician-CTE.

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