

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

Job Title: Virtual School Administrative Assistant
& Accounting Technician (ESSER Funded)

Department: School Office

Grade J
H.P.D. 8
D.P.Y. 220

Job Description

Date Reviewed: April 2021

Reports To: Principal

Purpose of Job

The purpose of this job is to perform 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 an individual school account (I.S.A.), reconciling and budgeting monies received and disbursed from school accounts, budgeting and tracking various allocations from the Board of Education and from fund raising events, purchasing, and assisting in coordinating general office procedures. Also serves as liaison for outside organizations such as P.T.A., P.T.O., Booster Clubs, Partners-In-Education, and others. Additionally, the Virtual School Specialist will provide administrative support to the administration and faculty of the Virtual School.

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 at the school. Must maintain knowledge of the TN Internal School Uniform Accounting Policy Manual 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 at the school. Inputs information as necessary, reconciles absences and investigates any discrepancies. Oversees technical problems with computer and time clock entries.

Assists in management of substitute teachers by requesting substitute if teacher was unable to make arrangements, ensuring that all substitutes reported and all teachers are covered.

Approves and verifies appropriate school funding as it applies to professional leave absences. Makes appropriate adjustments in the Substitute Management Program to reflect correct funding source.

Verifies substitute time and approves teacher time off requests in Kronos system for each pay period.

Completes and/or verifies Professional Leave forms for administrators and staff to ensure accuracy and compliance with CMCSS travel policies. Assists with travel arrangements, verifies all required documents upon completion of travel, and handles reimbursements of travel expenses.

Maintains a comprehensive working knowledge of the accounting software. Consults with vendor to resolve issues with the system.

Compiles and prepares local, state and federal 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. 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.

Accounts for non-routine transactions, allocations, corrections and charges by preparing and posting journal entries.

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

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

Serves as liaison for School Support Organizations, verifying compliance of organizations with state laws, by requesting and maintaining documents, such as charters, by-laws, bank statements and other required documents and monitoring monthly bank statements for accountability.

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 Textbook Coordinator in managing textbook inventory. Collects for lost or damaged texts. Enters and reconciles ISA textbook data with Central Office software, and prepares end-of-year reports. Processes reimbursement when books are found.

**Virtual School Administrative Assistant
& Accounting Technician (ESSER Funded)**

P154

Assists technology department with distribution and management of student laptops including the receipt and processes of student laptop insurance payments. (TPP Plan)

Manages and processes payments through the Online Payment System.

Manages and processes payments to the sports officials using the Arbiter System. Conducts annual faculty in-service for all school level employees regarding administrative/financial procedures. Oversees ISA procedures and monitors school personnel compliance.

Acts as or assists Inventory Control Representative (ICR). Updates property inventory, accounts for all new acquisitions, and property relocation. Also coordinates with Risk Manager/Safety Officer regarding lost or damaged school property.

Receives and documents initial On-the-Job-Injury claims and coordinates the processing of the claim and supporting documentation with the Risk Manager/Safety Officer.

Participates with the Principal in preparing I.S.A. budget by preparing and providing forecasts of revenues and expenditures as necessary.

Monitors cash and account balances for adequate cash flow and informs the administration of any concerns.

Responsible for year-end closing. Verifies accuracy of the accounts and runs year end reports for administration's approval.

Reconciles individual school accounts and reviews for accuracy all fundraiser financial reports. Investigates any discrepancies.

Analyzes monthly bank statement ensuring that all bank charges are proper and authorized. Reconciles bank statement and provides reconciliation to administration for review and approval. Authorized as one of the check signers as all checks require dual signatures.

Creates sub-accounts for all certified personnel in order to post and monitor all financial transactions by individual teacher. Reconciles teacher's monthly and daily deposit receipts. Notes and investigates any discrepancies. Prepares monthly financial report for each teacher documenting receipts and disbursements and available account balances.

Serves as school site coordinator for 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.

Manages financial aspect for athletic and special events by preparing money boxes and tickets. Counts, receipts, and deposits funds and reconciles tickets while ensuring that the proper segregation of duties are maintained. Ensures that security is paid for the event.

Maintains athletic, club and class accounts which includes the monitoring of funds, fundraising, and purchasing, budgeting, paying invoices, and preparing reconciliation reports for each account as requested.

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.

Manages board funds (General Purpose, Federal Funds and grants) allocated to the school but accounted for by Business Affairs. Enters requisitions for purchase orders into financial software system. Enters receiving data when merchandise arrives. Communicates with Business Affairs accounting staff regarding closing purchase orders and paying invoices.

Coordinates site based staff development by completing contracts, arranging for supplies and materials and event set up.

Coordinates transportation for school and extra-curricular 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.

Manages debts owed to the school by recording information into the student information system (Power School). Responsible for receipting the debt upon payment and updating information in the system.

Maintains knowledge of TSSAA rules and regulations and works with athletic directors and coaches to ensure compliance.

Verifies the attendance of officials for sporting events with TSSAA system in order for individuals to be paid.

Ensures internal controls over cash collection processes by:

- issuing receipt books to teachers, maintaining log and reviewing receipt books as necessary
- training new teachers in fee collection process
- ensuring segregation of duties

Verifies, receipts and deposits all funds for internal school activity funds.

Processes requests and maintains records for Waivers of Student Fees.

Inventories and orders supplies for office. Processes, sorts and distributes 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.

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

Assists in covering the front office as needed.

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 Virtual School Administrative Assistant & 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 Virtual School Administrative Assistant & 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 Accounting Technician-ISA.

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 Virtual School Administrative Assistant & Accounting 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.

**Virtual School Administrative Assistant
& Accounting Technician (ESSER Funded)**

P154

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