

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

Job Title: Senior Accounting Technician**Department: Business Affairs**

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

Job Description**Date Reviewed: December 2008****Reports To: Senior Accountant****Purpose of Job**

The purpose of this job is to perform administrative/financial functions in a centralized accounting operation for a county wide school system using knowledge of accounting principles and practices. Provides technical support to district managers and school bookkeepers, regarding State of Tennessee chart of accounts, financial software system and accounting procedures. Coordinates with County trustee to ensure adequate account balances and cash flow. Analyzes and processes a high volume of payments in a multi-fund environment in support of a \$200+ million dollar budget. Provides guidance and training to accounting technicians and coordinates accounting functions with other school system personnel.

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.

Assigns workload distribution and provides guidance to Accounting Technicians.

Prepares crystal report to reconcile receiving information with invoice and purchase order records.

Responds to vendor contacts (10,000+ current vendors) regarding discrepancies, problems, or related matters and resolves vendor problems

Performs appropriate bookkeeping functions in payments ensuring that they are approved by the appropriate administrative levels, coded accurately, properly classified, paid to the proper payee with the correct amount and with the required documentation and that proper policies and procedures have been followed in making payments. Reviews invoice due dates and calculates appropriate discounts.

Analyzes invoices prior to payment to ensure that non applicable charges (such as sales tax and excessive freight) are not paid. Compares invoice pricing with purchase order to ensure that prices charged are in line with the purchase order. Follows up on noted budget overages. Reconciles any discrepancies noted.

Processes the liquidation of encumbrances, verifying that purchase orders are correctly liquidating and analyzes accounts where there are discrepancies and assists in the resolution of the discrepancy.

Researches and resolves issues and requests for technical support from district managers and school bookkeepers (48) countywide, as it relates to general ledger chart of accounts, travel documentation, procedures, budget, corrections to general ledger, invoice and purchase order status, and general ledger account status.

Responds to vendor contacts (10,000+ current vendors) regarding discrepancies, problems, or related matters and resolves vendor problems

Reconciles statements for 300+ companies.

Maintains open Purchase Order file for approximately 5,100 orders annually.

Reviews travel vouchers and reimbursement requests for mileage to insure accuracy and compliance with CMCSS travel regulations, notes any discrepancies and, if appropriate, returns voucher or request to employee for additional documentation or correction.

Coordinates Accounts Payable batch processing two to three times weekly.

Assists Lead Payroll Technician in facilitating special batch runs as needed and coordinating the processing of payroll liability warrants in a timely manner.

Analyzes district wide payments for school based invoicing. Generates invoices/statements for accounts receivable; processes and distributes as appropriate.

Logs on to bank website daily to review and monitor checks posted by bank and prepares cleared check list to be transmitted to the County Trustee.

Compares wire transfers posted to general ledger to the wire transfer total recorded by the County Trustee to ensure that all transfers have been accurately recorded.

Receives payments, issues receipts, and prepares deposits to bank accounts.

Prepares monthly bank reconciliation for seven funds, accounting for outstanding checks, deposits in transit and wire transfers in transit.

Calculates matching health insurance benefits and insurance supplements and prepares checks to be deposited to Insurance Trust Fund.

Assists Federal Projects Accountant by researching and gathering essential supporting documentation to accomplish the closing of project purchase orders by completion date.

Compile monthly credit card report to pay bank cards.

Assist in year end closing by reviewing all outstanding encumbrances for their validity, ensuring goods received on or prior to June 30 are properly booked as payables.

Assists in the preparation of year-end tax requirements, identifying, recording and reporting 1099 taxes to independent contractors.

Prepare assigned monthly journal entries for month end closing

Utilizes various software programs for the purpose of researching, problem solving, mining and analyzing data and generating financial reports as needed.

Provides assistance to auditors by identifying requested information and answering inquiries regarding the accounting operation.

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 12 semester hours in accounting, with three or more years of experience in accounts payable in a medium to large organization. Additional years of accounts payable experience may be substituted for each year of the college requirement; or A Bachelor's degree with 24 semester hours in accounting coursework and one year of accounts payable experience in a medium to large organization.

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 Senior Accounting Technician. 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. 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 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 Senior 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 relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Senior Accounting Technician.

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 Senior 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.

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

Date

Date