

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

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

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

**Job Description****Date Reviewed: July 2010****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.

**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.**

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

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. Compare 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) county-wide, s it relates to the general ledger chart of accounts, travel documentation, procedures, budget, corrections to general ledger, invoice and purchase order status, and general ledger account status.

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

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.

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.

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

Coordinates with the County Trustee to provide information on a daily basis to ensure adequate account balances and cash flow.

Reconciles wire transfers recorded in the financial system to the wire transfer total recorded by the County Trustee to ensure that all transfers have been accurately recorded.

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

Receives payments and determines proper account code classification, posts to the general ledger and prepares deposits to the County Trustee.

Prepares assigned monthly journal entries for month end closing.

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

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 twelve semester hours in accounting and a minimum of two years bookkeeping or related experience of which one year of accounts payable experience in a medium to large organization is preferred. 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 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 Accounting Technician-II. Has considerable 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 those for 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 Accounting Technician-II. 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 Accounting Technician-II.

**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 Accounting Technician-II.

**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**

\_\_\_\_\_  
**Date**

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**Date**