

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

Job Title: Accounting Technician – ISA/Payroll Department: Business Affairs

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

Job Description

Date Reviewed: August 2010

**Reports To: Accountant-Payroll/
Reconciliation**

Purpose of Job

The purpose of this job is to perform administrative/technical functions and to provide general support to the Business Affairs Department and to travel to schools to provide support for ISA accounting . Duties and responsibilities include managing computerized data to include collecting, analyzing, storing, retrieving, and disseminating data; transmitting data to financial institutions; generating checks and reports from computer systems; operating/maintaining computer systems and related equipment; performing time sensitive functions of an Accounting Technician-ISA; and analyzing information from school support organizations.

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.

Manages computerized data to include review, analysis, storage, retrieval and dissemination of data.

Imports payroll data from other databases in order to process and generate paychecks.

Processes payroll data to generate and distribute paychecks/direct deposits and related reports.

Transmits direct deposit data to bank prior to each payroll, TCRS Reports monthly and Disability/Unemployment reports quarterly; follows up to verify receipt of data and accuracy of transmission.

Assists in the printing and distributing of W-2's and 1099's. Electronically submits W-2 and 1099 file and maintains documentation of successful transmission. Follows up on any discrepancies.

Receives, reviews and reconciles voluntary non insurance related deductions as assigned.

Works with Accounting Specialist to provide support for ISA accounting. Analyzes information received from school support organizations for compliance with district policies and procedures.

Sets up new employees to receive e-mail notification of direct deposit information.

Generates various computer reports; reviews and ensures that data is in balance; / distributes as appropriate.

Provides support to system users and co-workers concerning equipment and operations; assist coworkers in problem resolution.

Prepares/maintains current documentation on computer systems.

Coordinates repair/maintenance of systems and equipment; performs basic maintenance of equipment to include replacing paper, toner, ribbons, etc.

Maintains inventory of supplies for Payroll and Accounting Departments.

Files and/or re-files Payroll and Accounting records.

Scans and attaches documentation to Payroll and Accounting records.

Maintains a working knowledge of various computer equipment and software programs.

Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents via computer and/or typewriter.

Responds to routine requests for information or assistance from officials, members of the staff, the public or other individuals.

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 with school accounts 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 considerable knowledge of the policies, procedures, and activities of the School System and Business Department practices as they pertain to the performance of duties relating to the job of Accounting Technician-ISA/Payroll. Has considerable knowledge of Business Department 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. 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-ISA. Has thorough knowledge of accounting and school practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department 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.

**(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, modem, imaging system, facsimile machine, copy 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. 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, 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-ISA/Payroll. 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/Payroll.

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 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 average 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 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-ISA/Payroll.

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