



REVISED
7/1/2024

SUBMITTED:
3/26/2024

JOB TITLE:	CLERK SENIOR ACCOUNTING
DIVISION:	FINANCE
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8044
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Works with all phases of grants and grant accounting, including analyzing grant contracts to determine grant deadlines, compliance requirements, and scope of work. Monitors grant transactions and deadlines. Processes grant reports in accordance with grant contracts. Communicates with supervisors, grant technicians, and grant directors to ensure efficient compliance with grant contracts. Performs work that is varied and generally complicated.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Responsible for federal, state, and local grants

- Reviews grant contracts to ensure all tasks and report deadlines are met

- Works directly with grant directors, school personnel, and other District personnel regarding grant related matters, including adherence to deadlines, contract terms, and transaction allowability

- Reconciles funding agency reports and prepares invoices in accordance with reports

- Prepares financial transactions including journal entries, indirect costs, payment vouchers, and payroll transactions in accordance with department control procedures

- Researches and reconciles various grant-related matters, including payroll history

- Assists in fiscal close, and ensures close and grant deadlines are met

- Assists with financial statement audits, grant audits, and other audits relevant to department

- Reviews grants in detail to ensure deadlines, compliance targets, and other matters required by the grant contract are met

- Regular, predictable performance is required for all performance responsibilities

- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

- Completes all trainings and other compliance requirements as assigned and by the designated deadline

- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.

- Two (2) years experience in a finance-related field

- Bookkeeping or accounting experience

- Demonstrated ability to maintain accurate records and meet established deadlines

DESIRABLE QUALIFICATIONS

- Experience with ERP systems, including Tyler Enterprise ERP (Munis)

- Experience working effectively with various role groups

FOOTNOTE

