

REVISED: Submitted:
 07/01/2022 06/07/2022
 07/01/2024 03/26/2024

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

SCOPE OF RESPONSIBILITIES

~~Works under the supervision of the coordinator, performing the training activities of the accounting clerks and their activities. Must be flexible in daily work schedule and set the scheduling of activities performed by each accounting clerk.~~ with all phases of grants and or accounting, including analyzing grant contracts to determine grant deadlines, compliance requirements, and scope of work. Monitors transactions and deadlines. Processes reports in accordance with contracts. Communicates with supervisors, grant technicians, and grant directors to ensure efficient compliance with grant contracts. Performs work that is varied and generally complicated. ~~Requires minimum supervision.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- ~~Performs training activities related to the functions of the accounting clerks, including all supplemental functions, when new processes are added, when present employees need assistance, or when new employees are hired~~
- ~~Assists accounting clerks in solving accounting problems that arise in their daily work assignments in order to maintain and report accurate records~~
- ~~Assists the coordinator in meeting special requests of the office, implementing use of new financial and control reports, implementing accounting code conversions, etc., in order to fulfill requests of project directors and other systemwide service office~~
- ~~Assumes responsibility for the accounting on program contracts as schedule will allow, especially the unique contracts and those requiring special attention, in order to maintain the office work load requirements~~
- ~~Performs supplemental functions as schedule will permit in order to complete monthly work cycle requirements~~
- ~~Assists in the close-out procedure at the end of each fiscal year by coordinating the activities within the office with the approved close-out calendar deadlines in order to achieve a fund balance on schedule~~
- ~~Assists in providing information to the auditors in cooperation with the accounting clerk responsible for the contract in question in order to meet auditors' requests.~~
- ~~Coordinates the sending of old records to archives annually~~
- ~~Coordinates the organization of all accounting clerk records in files, open shelves and the general maintenance throughout the accounting clerk work areas~~
- ~~Distributes the work load and back-up assignments of the accounting clerks as new contracts are received or new functions are added within the office to keep the work load of accounting clerks evenly distributed~~
- ~~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 or accounting 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 or accounting 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 or 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 |



REVISED: 07/01/2024 Submitted: 03/26/2023

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



NEW: Submitted:
07/01/2024 03/26/2024

JOB TITLE:	TECHNICIAN GRANT
DIVISION	FINANCE
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
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. Assists with training and the implementation of new programs and processes. Monitors grant transactions and deadlines and processes grant reports in accordance with grant contracts. Communicates with supervisors and grant directors to ensure efficient compliance with grant contracts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Responsible for complex federal, state, and local grants
- Reviews grant contracts and schedules grant activities 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, reviews, and posts 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
- Performs other duties as assigned

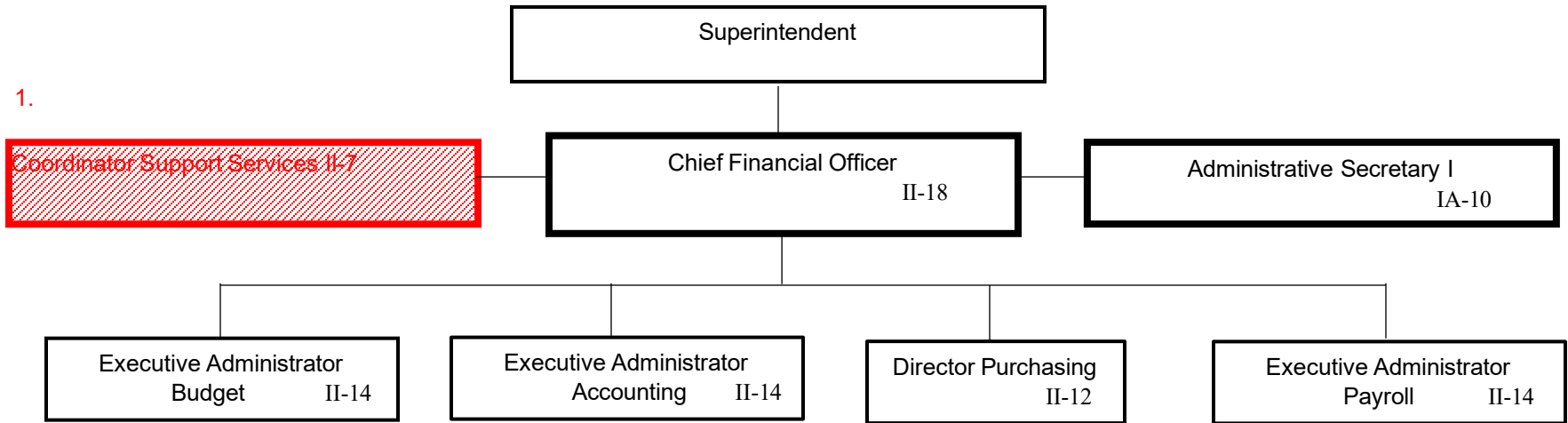
PHYSICAL DEMANDS

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

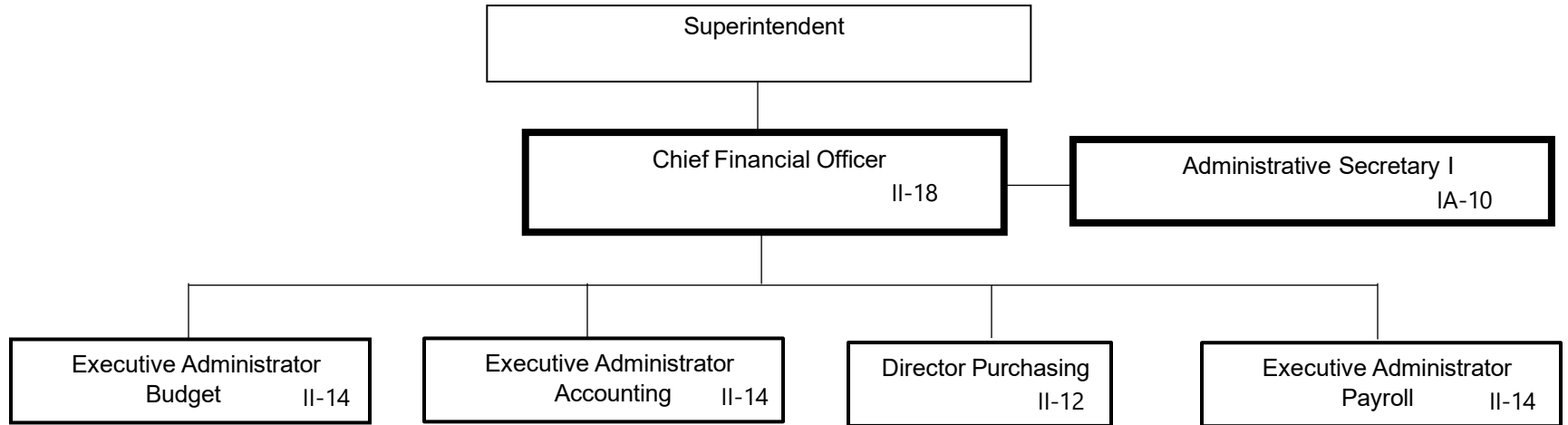


1. Delete Coordinator Support Services

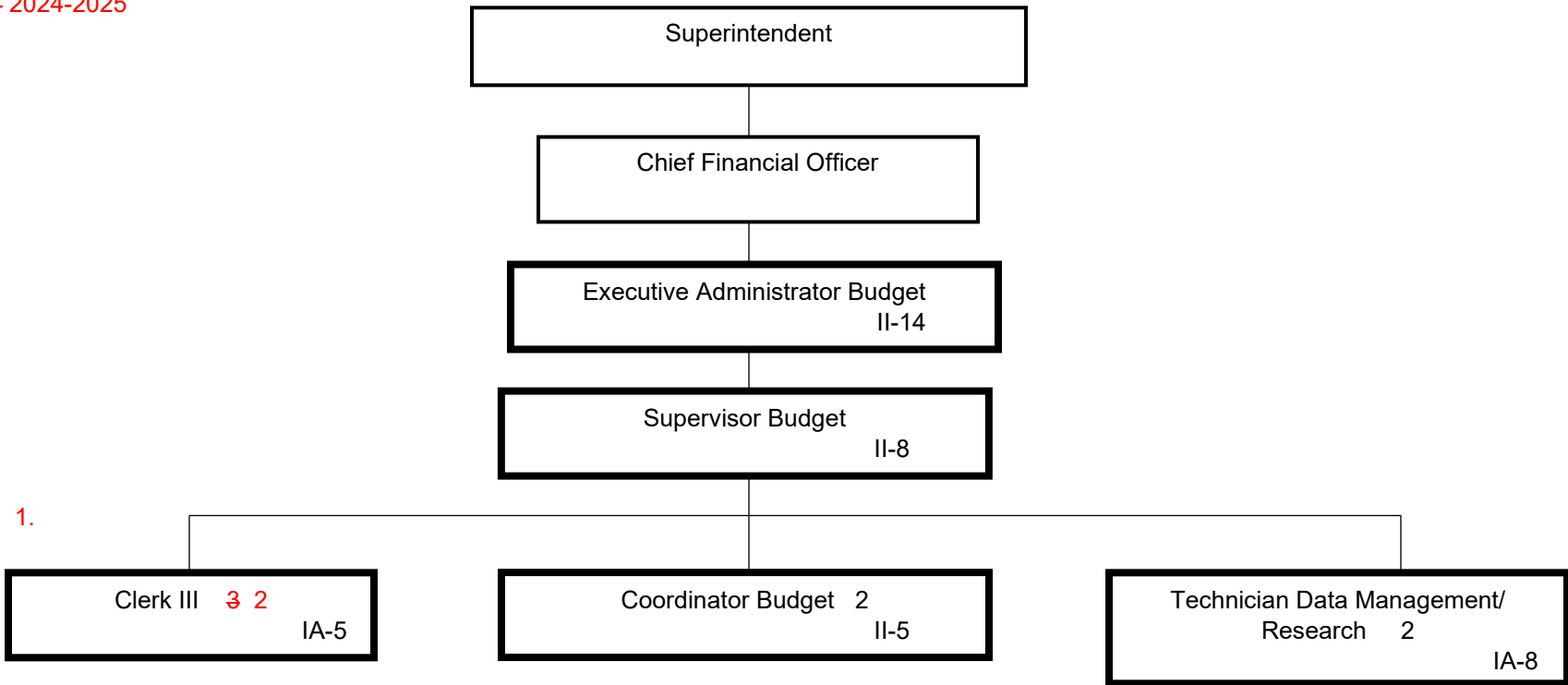
Summary:

General Fund Positions: ~~3~~ 2
Categorical Fund Positions: 0

Submitted: ~~03/28/2023~~ 03/26/2024
Effective: ~~07/01/2023~~ 07/01/2024



Summary:
General Fund Positions: 2
Categorical Fund Positions: 0



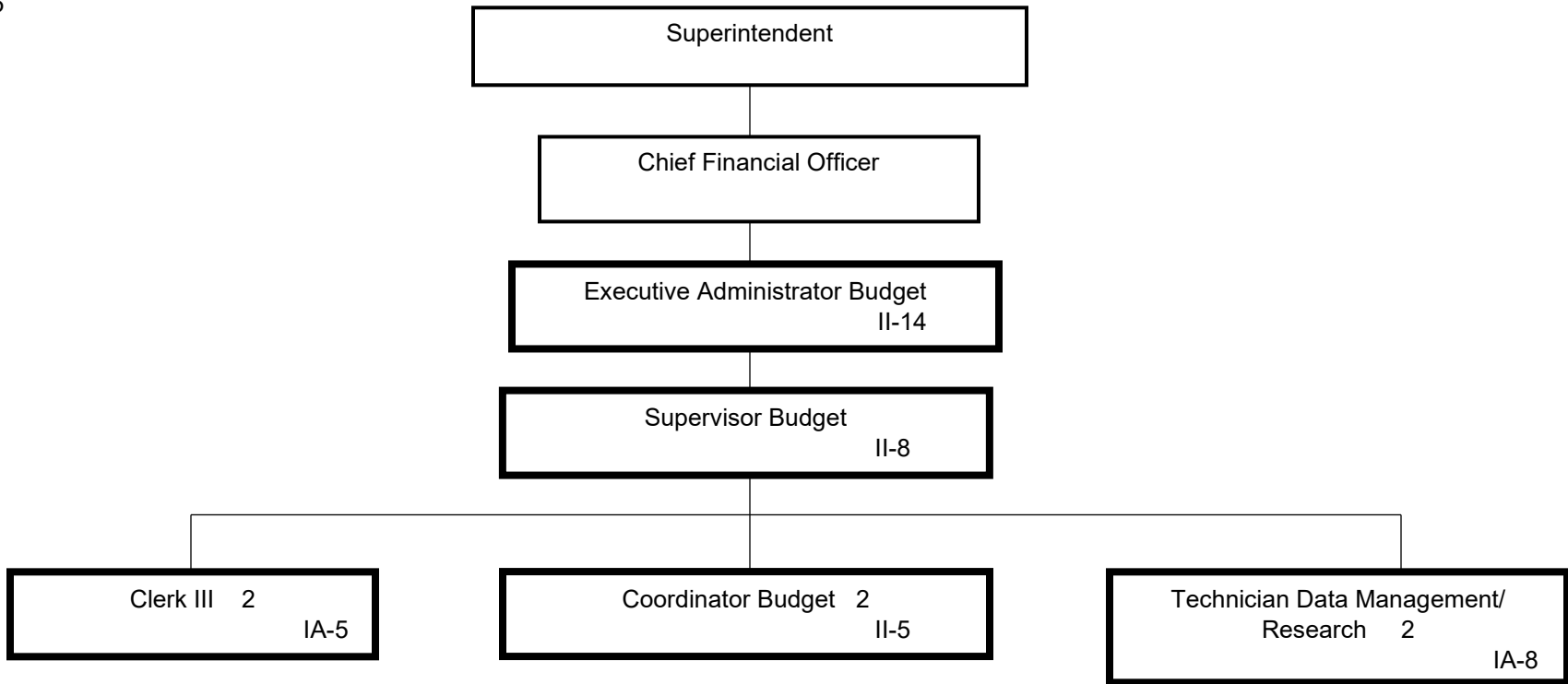
1.

1. Delete one Clerk III

Summary:

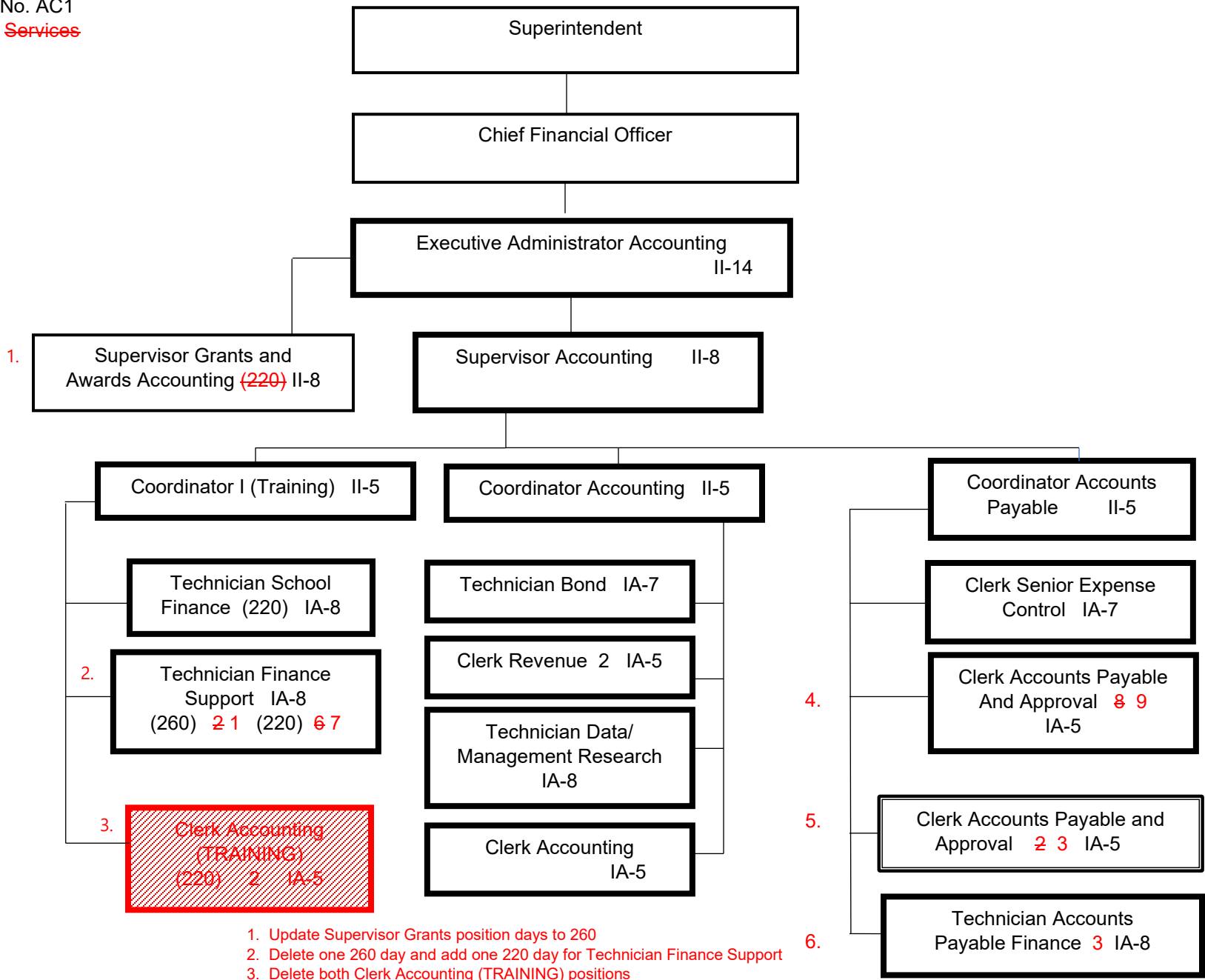
General Fund Positions: 9 8
Categorical Fund Positions: 0

Submitted: 05/14/2019 03/26/2024
Effective: 07/01/2019 07/01/2024



Summary:

General Fund Positions: 8
Categorical Fund Positions: 0

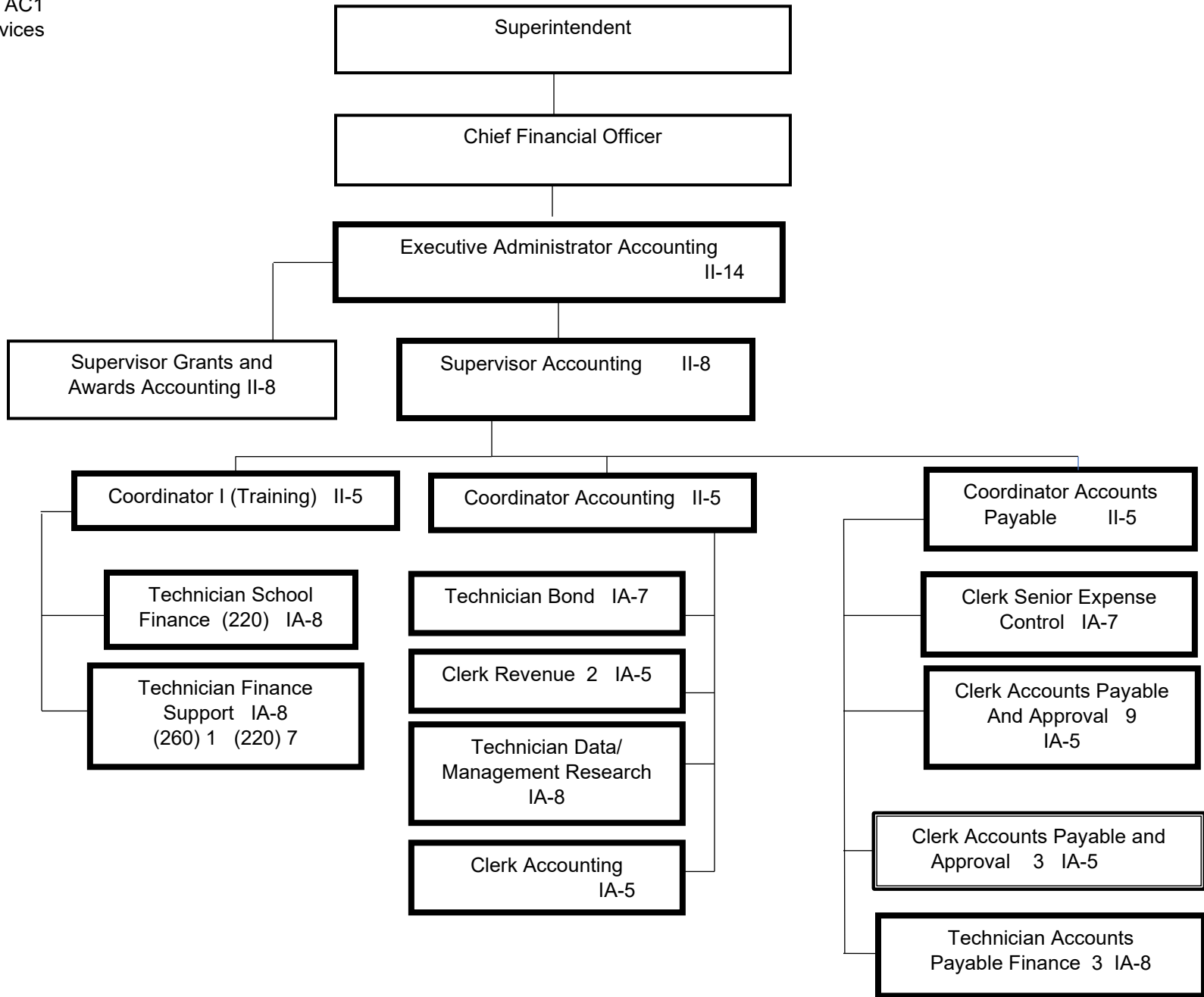


1. Update Supervisor Grants position days to 260
2. Delete one 260 day and add one 220 day for Technician Finance Support
3. Delete both Clerk Accounting (TRAINING) positions
4. Add one Clerk Accounts Payable and Approval
5. Add one Clerk Accounts Payable and Approval
6. Add two Technician Accounts Payable Finance

Summary:

General Fund Positions: ~~32~~ 34
 Categorical Fund Positions: ~~2~~ 3

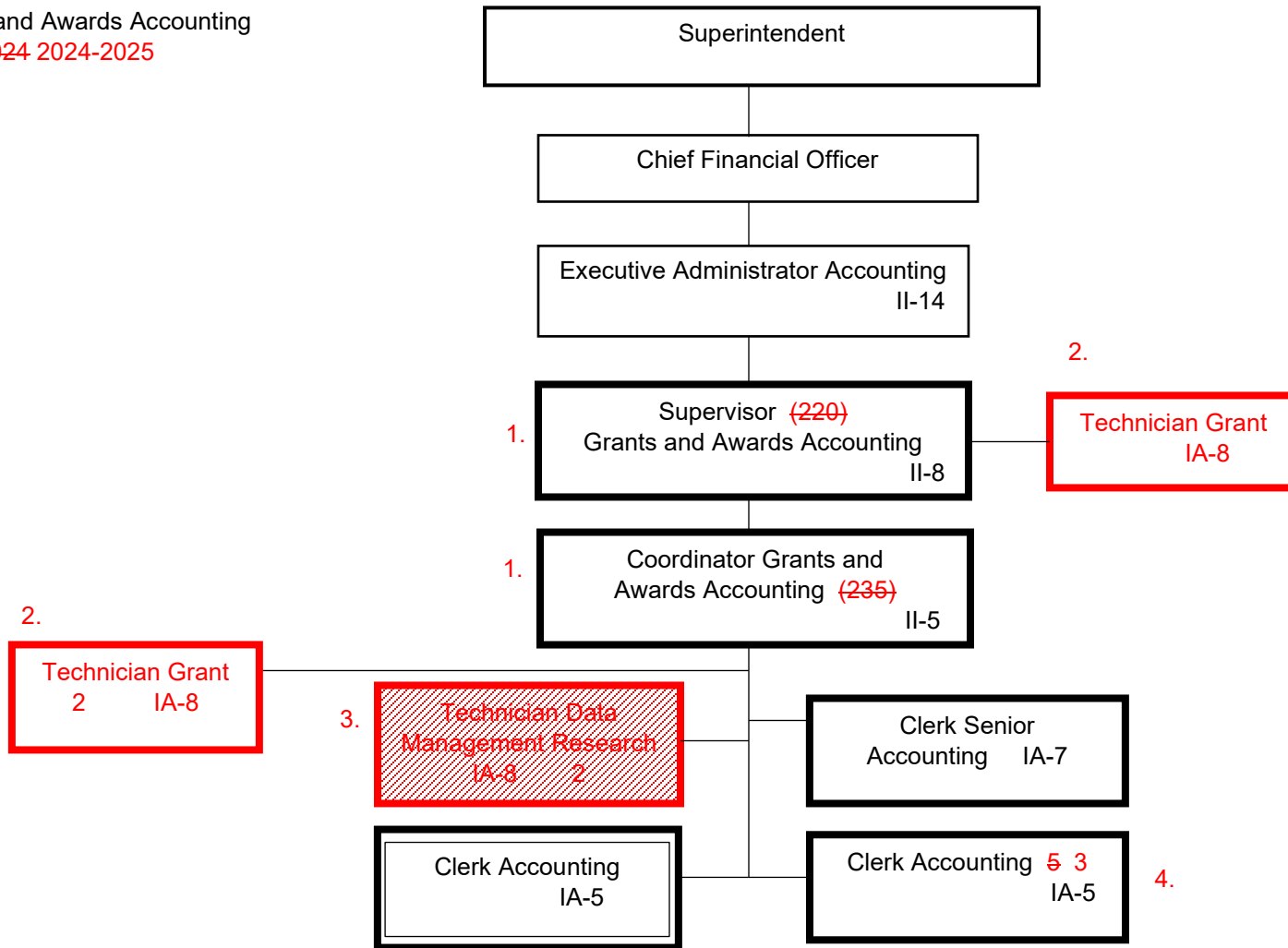
Submitted: ~~05/23/2023~~ 03/26/2024
 Effective: ~~07/01/2023~~ 03/27/2024



Summary:

General Fund Positions: 34
 Categorical Fund Positions: 3

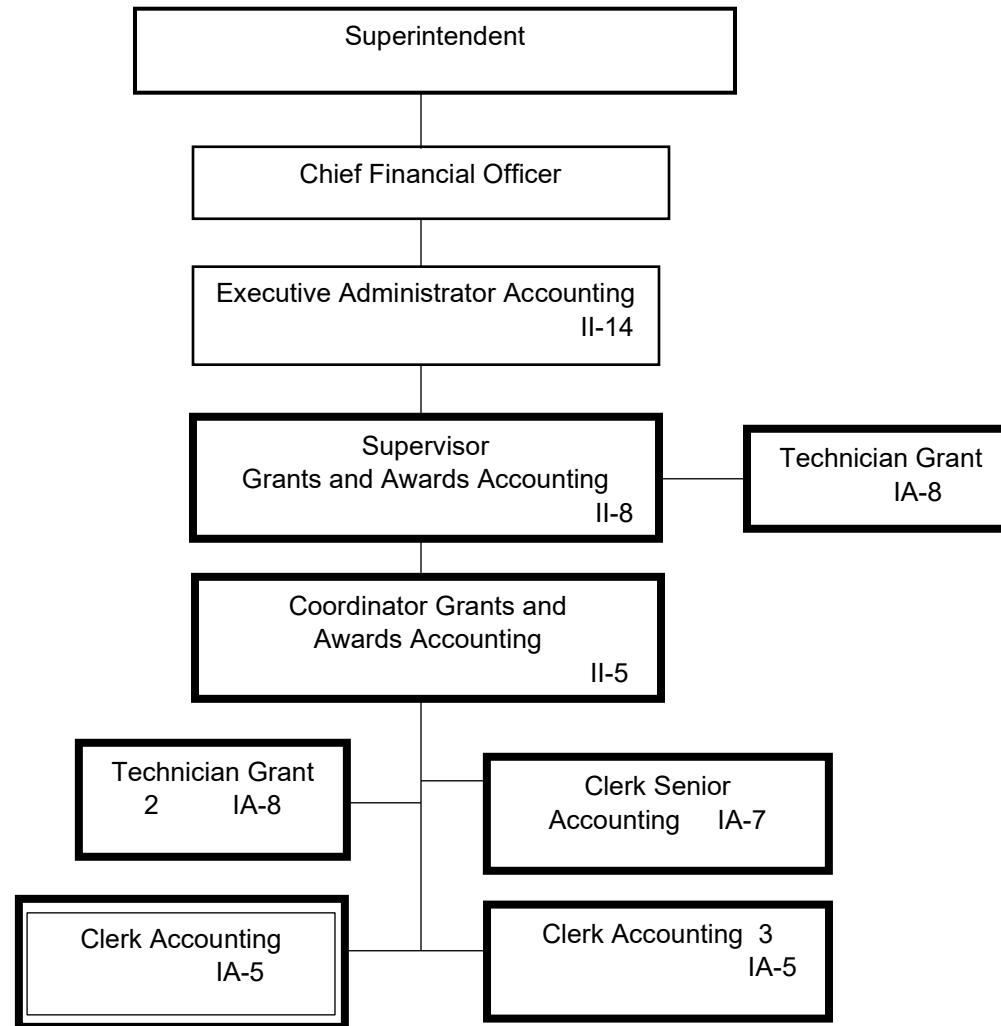
Submitted: 03/26/2024
 Effective: 03/27/2024



1. Update Supervisor Grants and Coordinator Grants position days to 260
2. Add three (3) Technicians Grant
3. Delete two (2) vacant Technician Data Management Research
4. Delete two Clerks Accounting

Summary:

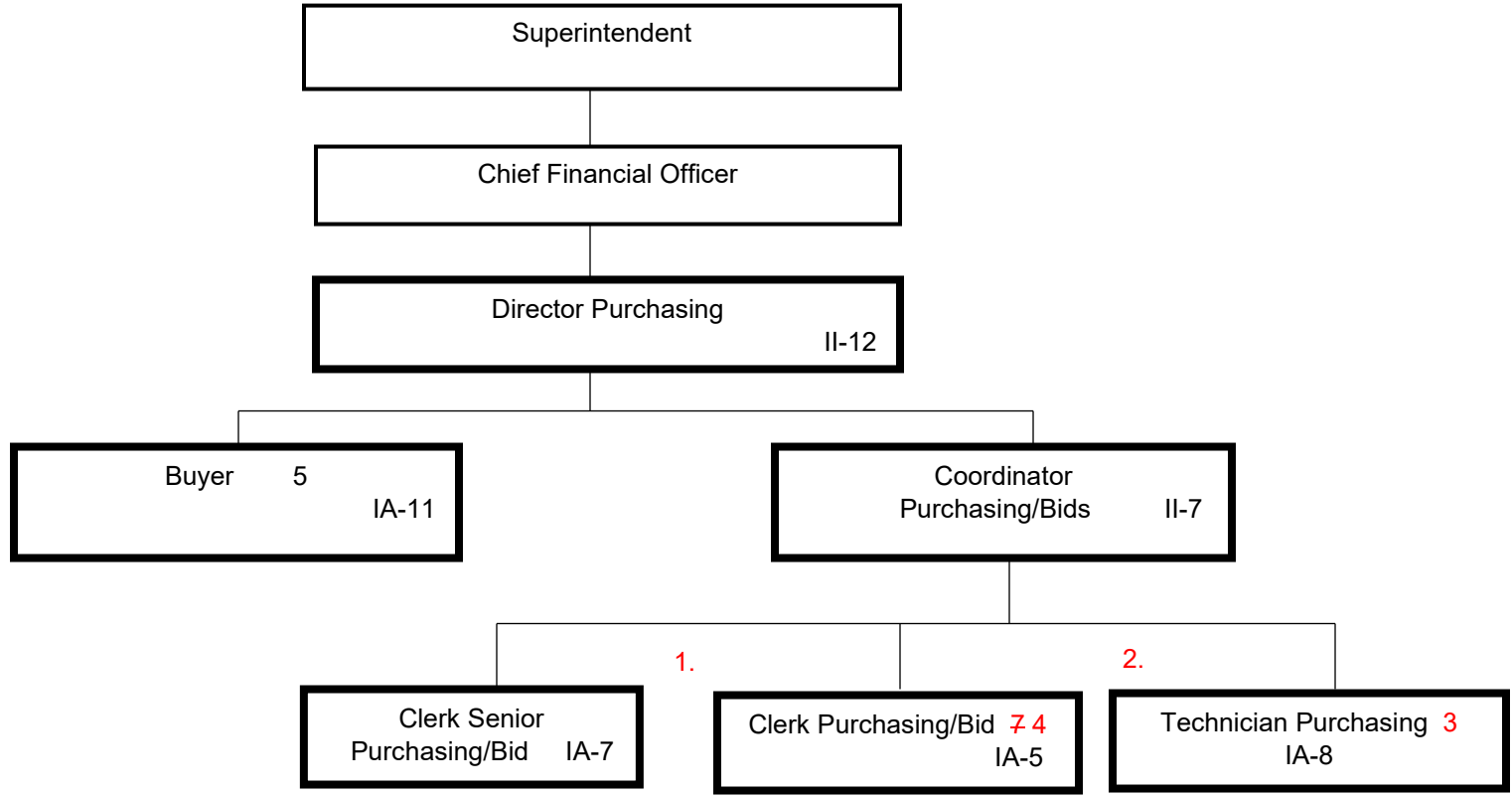
General Fund Positions: ~~40~~ 9
 Categorical Fund Positions: 1



Summary:

General Fund Positions: 9
Categorical Fund Positions: 1

Munis Unit No. PU1
Purchasing
~~2023-2024~~ 2024-2025



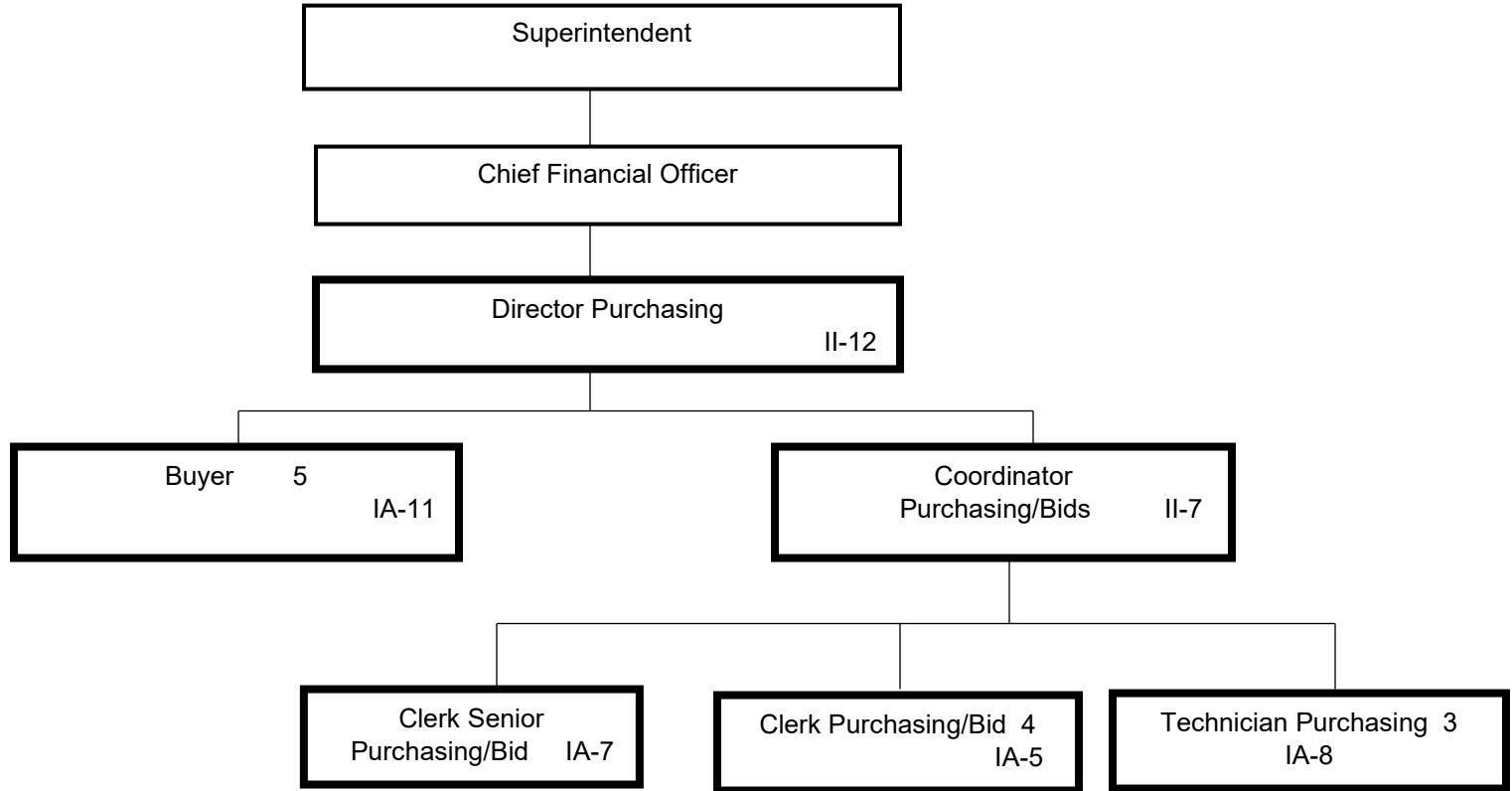
- 1. Delete three (3) Clerk Purchasing/Bid positions
- 2. Add two (2) Technician Purchasing

Summary:

General Fund Positions: ~~46~~ 15
Categorical Fund Positions: 0

Submitted: ~~06/07/2022~~ 03/26/2024
Effective: ~~07/01/2022~~ 07/01/2024

Munis Unit No. PU1
Purchasing
2024-2025



Summary:

General Fund Positions: 15
Categorical Fund Positions: 0