

**Job Title:** ACCOUNTANT  
**Reports to:** Comptroller  
**Dept. /School:** Central Administration  
**Wage/Hour Status:** Exempt  
**Date:** November 16, 2020

### **Primary Purpose**

Under the direction of the Comptroller, organize, coordinate and supervise the accounting operations of the District and maintain related financial records. Supervise and train the employees in the accounting area. Assists Comptroller in the implementation of all GASB requirements for any and all audits. Plan and coordinate all work with the Comptroller for the improvement of the accounting and auditable records of the District. Provide instructions and/or accounting support to other personnel in accordance with established procedures.

## **QUALIFICATIONS**

### **Education/Certification**

Bachelor's degree in Business Administration, Accounting with minimum 15 hours of accounting.

### **Special Knowledge/Skills**

Extensive knowledge and background in the Texas Education Agency Financial Accountability System Resources Guide

Extensive knowledge and skill in line item accounting compliance

Extensive knowledge and skill in the use of office machines, computer, Microsoft Office software, preparing and formatting spreadsheets

### **Experience**

Minimum of five years accounting experience, preferably in a public education environment

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Under supervision of Comptroller, direct financial accounting, management, and reporting in accordance with Generally Accepted Accounting Principles (GAAP). Implement the policies established by federal and state law, State Board of Education rule, and local policy in the area of business; compile, maintain and file all reports, records and other required documents.
2. Oversee and maintain complete and systematic records of district's financial transactions. Record details of financial transactions in appropriate journals, subsidiary ledgers, and general ledger; inform Comptroller of any and all inaccuracies, and make correction as directed by the Comptroller. Review and process cash receipt summaries.
3. Maintains responsibility for accuracy and completeness of accounts payable records. Monitor the implementation for the payment of all bills and invoices sent to the accounting department after approval from appropriate administrative personnel. Monitor all billings from the accounting department to insure that all accounts are current.
4. Check TEA Payment Ledger for cash received. Monitor daily bank cash levels to maintain compliance with depository bank agreement. Coordinate with Bank Depository Data Processing personnel to make inquiries and resolve discrepancies in account records. Produce worksheets of cash flow for district bank accounts. Ensure the effective implementation for reconciliation of all bank accounts maintained by the district, including all investment accounts.
5. Assist Comptroller with preparation of financial statements that are presented to the Board, annual audit and with the internal auditing of all school accounts. Prepare financial statements, income statements, and cost reports to reflect financial condition of district.

6. Responsible for the reconciliation and analysis of the District Warehouse inventory for Local Maintenance and Food Service.

**Other**

7. Perform other duties related to the accounting and financial condition of the district, as requested by Comptroller and/or CFO.
8. Ensure the confidentiality and security of all financial files.

**Supervisory Responsibilities**

9. Supervise the accounting staff and operations thereof as directed by the Comptroller.
10. Attend training sessions/conferences to enhance professional skills and knowledge. Keep informed of and comply with state and district policies and regulations concerning primary job functions.
11. Demonstrate a positive and professional interpersonal relations with district personnel and outside agencies. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
12. Provide training personally to staff in their day-to-day work activities as directed by the Comptroller. Recommend other training as needed for accounting staff to Comptroller. Lead staff in “catching” the vision of the district and employing an accounting mission that coincides with the district vision and mission under the direction of the Comptroller.

**EQUIPMENT USED**

Personal computer, printer, calculator, fax machine, telephone system and copier.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Ability to communicate effectively (verbal and written), interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Occasional district and statewide travel.

Occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_