

Job Title: ACCOUNTANT ASSISTANT (SPECIAL EDUCATION)
Reports to: Director of Special Education
Dept. /School: Central Administration
Wage/Hour Status: Non-Exempt
Date: April 20, 2026

Primary Purpose

Ensure the accuracy and reliability of accounting data and compliance reporting by overseeing financial activity, including budgets and expenditures for all Special Education program funds, and by encouraging adherence to adopted policies, procedures, and related laws and requirements. Provide instructions and/or accounting support to other personnel in accordance with established procedures.

QUALIFICATIONS

Education/Certification

8 to 12 Hours College Accounting, required

Special Knowledge/Skills

Knowledge of basic accounting procedures and financial recordkeeping
Knowledge of public-school finance and special education funding preferred
Ability to use personal computers and software applications (e.g., spreadsheets, databases)
Proficiency in typing/word processing (minimum 35 WPM) and office systems
Ability to interpret financial data and prepare reports
Strong organizational, communication, and interpersonal skills

Experience

Three years of accounting experience, preferably in public education environment

MAJOR RESPONSIBILITIES AND DUTIES

Grant & Special Education Financial Compliance

1. Prepare and submit required monthly, quarterly, and annual financial reports for all Special Education program revenue in compliance with local, state, and federal requirements.
2. Monitor all Special Education program budgets and expenditures to ensure alignment with local, state, and federal requirements.
3. Collaborate with the Comptroller and Special Education leadership to ensure compliance with local, state, and federal funding requirements.
4. Provide program directors opportunities to review financial reports prior to submission to TEA or other agencies.
5. Track and report indirect costs, carryover funds, and budget amendments as required.

Budgeting & Financial Coordination

6. Assist in the development, monitoring, and revision of budgets for special education program funds.
7. Coordinate with purchasing and accounts payable departments to ensure timely processing of expenditures prior to local, state, and federal deadlines.

8. Monitor budget reports and identify significant variances; report findings to appropriate supervisors.
9. Submit bills and reimbursement documents to Medicaid on a regular basis for eligible special services provided by the district
10. Assist with reconciling payments received from Medicaid on a regular basis for eligible special services provided by the district.
11. Assist with compiling information to prepare and submit reports as needed and required, including those responsibilities related to SHARS, Medicaid, and Performance-Based monitoring for grants.

Recordkeeping & Documentation

12. Maintain organized and accurate financial records, including requisitions, purchase orders, invoices, and supporting documentation for audits and compliance reviews.
13. Maintain organized and accurate records and supporting documentation related to Medicaid and SHARS program revenue sources (transportation logs, parental consent forms, eligibility forms, etc.).
14. Ensure documentation meets local, federal, state, and district audit standards for special education program funds.
15. Prepare and maintain schedules of revenue, expenditures, and fund balances.

Audit & Compliance Support

16. Assist internal, state, federal, and independent auditors with financial audits and compliance reviews related to special education funds.
17. Assist in the development, implementation, and review of internal controls and standard operating procedures to ensure fiscal compliance.
18. Provide monitoring reports to ensure Medicaid-eligible services are entered into the third-party billing administrator software program.

Communication & Support

19. Provide guidance and support to campus and department staff regarding budget procedures, coding, and compliance requirements.
20. Provide support to the Special Education department regarding the third-party billing administrator software program for Medicaid documentation.
21. Respond to inquiries from staff, administrators, and external agencies regarding financial matters.
22. Maintain professional and effective working relationships with district personnel and outside agencies.

Other

- 23. Answer incoming calls, provide information, and direct inquiries appropriately.
- 24. Keep informed of and comply with federal, state, and district policies, including TEA guidelines and grant requirements.
- 25. Maintain confidentiality and security of all financial and student-related records.
- 26. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal computer, financial software systems, calculator, copier, printer, telephone system, and other standard office equipment

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions and multiple deadlines. Maintain attention to detail and accuracy. Repetitive hand motions and prolonged computer use are required.

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: _____