

# JOB DESCRIPTION

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<b>Job Title</b>	Comptroller	<b>Job Title Code</b>	106037
<b>Reports to</b>	Chief Financial Officer	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Business Services	<b>Pay Grade</b>	110
		<b>Date Revised</b>	March 19, 2025

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## Primary Purpose

Responsible for overseeing the district's financial operations, including budgeting, and financial reporting. Assume primary managerial, administrative, and oversight responsibilities for the Financial Services and Budget & External Financial Management Departments.

## Education/Certification

- Master's Degree in Business or related field from an accredited university
- OR
- Valid Certified Public Accountant (CPA) Certification from Texas Association of School Business Officials (TASBO), preferred

## Special Knowledge/Skills

- Knowledge and understanding of all facets of public-school finance
- Advanced technical knowledge of school finance, budgeting, accounting systems, and economics
- Ability to analyze and interpret data for reporting purposes and implement policy and procedures
- Working knowledge of the Texas Education Code, Texas Administrative Code, and State Board and federal rules and regulations governing school district operations
- Strong organizational, communication, and interpersonal skills
- Strong analytic, problem-solving, and planning skills
- Knowledge of strategic planning processes
- Knowledge in an urban school district

## Experience

- Eight (8) years' experience in school business
- Five (5) years supervisory experience

## Major Responsibilities and Duties

1. Ensure financial operations of the district are supportive of the instructional goals and objectives of the district and campuses. Maintain accurate and auditable records.
2. Provide effective leadership and management of district business operations and processes, to include Financial Services, Budget & External Financial Management.
3. Assist Chief Financial Officer (CFO) with ensuring accounting systems comply with applicable laws and regulations according to the Texas Education Agency and Financial Accountability System Resource Guide.
4. Assist CFO with compiling and evaluating the district budget based on established current and long-term priorities for the allocation of the district's financial resources.
5. Assist CFO with coordination of audits by the Texas Education Agency and federal project auditors as well as the annual audit conducted by a certified public accounting firm, preparing and/or reviewing schedules and other accounting information as required.
6. Assist with ensuring accounting systems comply with applicable laws and regulations according to the Texas Education Agency and Financial Accountability System Resource Guide.
7. Assist with compiling and evaluating the district budget based on established current and long-term priorities for the allocation of the district's financial resources.

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8. Collaborate with District personnel to project student enrollment and maintain adequate staffing; assess building and facility needs, energy needs, capital replacement plans, to achieve objectives within budget.
9. Develop long-range fiscal sustainability plans in accordance with District goals and objective.
10. Demonstrate a high level of independent, ethical, and professional conduct.
11. Collaborate in the development of long and short-range plans/programs and ensure District resources are effectively utilized.
12. Monitor fund balances of assigned programs, related financial activity, and ensure expenses are within budget limits and/or fiscal practices and maintained according to program.
13. Attend Board of Trustee Regular and Committee Meetings and prepare reports as requested by the CFO.
14. Perform other duties as assigned by supervisor.

## **Policy, Reports and Law**

15. Ensure compliance with federal, state, and local program mandates required of the district for assigned program areas.
16. Maintain current knowledge and understanding of Board policies and administrative regulations.
17. Implement policies established by federal and state law, and local Board policy in support operations.
18. Recommend to the CFO specific policies, procedures, plans, and programs for attaining operating objectives, and assist in resolving major problems.

## **Personnel Management**

19. Promote an organizational climate that results in positive staff morale, transparency, and achievement of the mission of the district.
20. Supervise assigned personnel, conducts performance appraisals, and makes recommendations for appropriate employment action.
21. Ensure that staff members are well informed on district matters, as well as department policies.
22. Support professional growth and development for staff.
23. Anticipate, manage, and resolve conflict effectively by employing effective interpersonal skills.

## **Communications and Community Relations**

24. Provide optimal customer service to students, employees, parents, community members and any other stakeholders of the district.
25. Foster positive relationships with other departments/divisions to facilitate achievement of the district's mission.
26. Demonstrate a high level of professional and personal integrity, a collaborative leadership style, and high ethical standards.
27. Communicate with the Board in accordance with guidelines established by the Superintendent.
28. Identify community needs affecting the education of students in the process of staffing schools and programs.
29. Promote appropriate use of assigned programs.

## **Professional Growth**

30. Improve leadership skills through professional development activities and impart knowledge with other professionals.
31. Keep abreast of current financial trends and development related to business office programs and processes.
32. Participate in professional development activities on a continuing basis.

## **Supervisory Responsibilities**

Supervise all assigned personnel



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## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress and work with frequent interruptions; occasional prolonged and irregular hours; ability to travel.

## Terms of Employment

226 days; salary to be established by the Board of Trustees

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.

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.