

Job Title:	Staff Accountant	Wage/Hour status:	Exempt
Reports to:	Director, Accounting and Reporting	Pay Grade:	102
Dept./School:	Financial Services	Date Revised:	October 30, 2024

Primary Purpose

Ensure the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to adopted policies, procedures, and regulations.

Qualifications**Education/Certification**

Bachelor's Degree in Accounting

Special Knowledge/Skills

- Ability to interpret Texas Education Agency Financial Accountability System Resource Guide
- Ability to apply accounting principles and application of these principles to public school finance
- Knowledge of data processing applications
- Ability to interpret policy, procedures, and data
- Strong analytical, communication, public relations, presentation, and interpersonal skills

Experience

Two (2) years' experience in financial accounting to include audits and general ledger

Major Responsibilities and Duties

1. Manage and submit financial statements to the Texas Education Agency, external auditors, and other granting agencies, as needed.
2. Assist with the preparation of schedules for the annual district year-end audit.
3. Reconcile general ledger to ensure the accounting system compliance with applicable laws and ensure accuracy and reliability of accounting data for financial reporting.
4. Operate as a liaison for Finance and other District units regarding the impact on the general ledger transactions.
5. Document financial discrepancies by collecting and analyzing historical and current transactions on the general ledger.
6. Recommend reliable procedures to record general ledger transactions on current accounting system.
7. Reconcile assigned bank accounts monthly.
8. Prepare reclassifications, journal entries, and recording necessary transactions on the general ledger as required.
9. Assist in investigating the proper transactions process on the general ledger.
10. Assist in enhancing the effectiveness and efficiency of the district operation involving the funding to minimize compliance issues.
11. Stay abreast of updates on rules and regulations in school finance as mandated by Texas Education Agency.
12. Assist the Accounting Department with compliance requirements, meeting deadlines, and special projects with accuracy and within mandated timelines.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal computer (PC), computer printer, copier and calculator, scanner, and fax.

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions; occasional prolonged and irregular hours; prolonged use of the computer and repetitive hand motions.

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 a copy

Employee: _____

Date: _____

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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.