
Job Title	Campus Accountant	Job Title Code	180166
Reports to	Campus Accounting & Compliance Manager	Wage/Hour Status	Exempt
Dept/School	Financial Services	Pay Grade	101
		Date Revised	October 28, 2024

Primary Purpose

Provide campus activity analysis, compilation of campus financial records and accounting support at both campus and department levels.

Education/Certification

- Bachelor's Degree

Special Knowledge/Skills

- Technical knowledge of school finance, campus accounting systems, and double entry bookkeeping systems, account reconciliations, receipts, deposits, financial statement preparation and general accounting principles
- Knowledge of Texas Education Agency's Financial Accountability System Resource Guide
- Knowledge of governmental accounting and auditing principles established by the Governmental Accounting Standards Board (GASB)
- Ability to analyze and interpret financial data
- Knowledge of computerized accounting systems and campus accounting systems
- Ability to analyze and evaluate accounting problems, develop data and recommend improvements
- Strong and effective communication, public relations, presentation and interpersonal skills
- Ability to interpret policy, procedures and data

Experience

- Three (3) years' experience in financial, campus accounting, or general accounting

Major Responsibilities and Duties

1. Work closely with campus staff to ensure accuracy of financial records and account coding per Texas Education Agency (TEA) requirements.
2. Assist in the development and delivery of continuous campus and financial training programs for campus personnel.
3. Maintain critical campus financial activity and reports in the absence of campus personnel.
4. Work under limited supervision with considerable latitude for the use of initiative and judgment.
5. Review, compile, and maintain monthly bank reconciliations and campus financial statements District-wide.
6. Review campus returned checks and notify campus staff of associated costs and implications to the accounts.
7. Coordinate campus cash-flow activity with the District's bank through the Treasury Manager.
8. Coordinate and distribute reports and other correspondence with campus personnel.
9. Compile, prepare and submit monthly sales tax reports.
10. Analyze campus journal vouchers for accuracy and compliance with District policy.
11. Review and maintain campus donation requests.
12. Monitor and review campus fund raising applications to ensure compliance with District policies and procedures.
13. Monitor campus requisitions for compliance with District policies.
14. Assist campus personnel and vendors, with campus accounting activity and account coding to ensure compliance with TEA and District policies and procedures.

JOB DESCRIPTION

15. Work closely with District and campus staff to ensure compliance with local, state, and federal requirements.
16. Utilize activity fund software in analysis of campus/department unit accounts and transactions.
17. Provide leadership to achieve District-wide cost-effective and best practices and compliance with TEA's Financial Accountability System Resource Guide (FASRG).
18. Stay abreast of updates on rules and regulations in school finance as mandated by TEA.
19. Implement and manage accounting procedures, systems, and control in the District schools and recommend improvements in design, implementation, and maintenance.
20. Compile, maintain, and file physical and computerized reports, records, and other documents.
21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress, work with frequent interruptions. Occasional prolonged and irregular hours. Prolonged use of computer, repetitive hand motions. Frequent local travel to district campuses. NOTE: Vehicle is required for travel purposes to and from campuses.

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



EL PASO
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JOB DESCRIPTION

referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.