

Job Title:	Program Accountant	Wage/Hour Status:	Exempt
Reports to:	Accounting Manager	Pay Grade:	102
Dept./School:	Financial Services	Date Revised:	October 31, 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 or Finance

Special Knowledge/Skills

- Ability to apply accounting and auditing principles as required by Texas Education Agency Financial Accountability System Resource Guide (FASRG) for public school finance
- Familiar with federal and state regulations and compliance requirements related to granting agencies
- Strong analytical, communication, presentation, and interpersonal skills
- Proficient in data processing applications (and related software applications-word processing, spreadsheets, data analysis/extraction, and databases)
- Ability to compile, interpret, and analyze policy, procedure and data

Experience

Two (2) years' experience in financial accounting, to include preparation of financial statements and/or experience in federal and/or state grants.

Major Responsibilities and Duties

1. Assist with the preparation of schedules for the annual District year-end audit.
2. Conduct compliance or related area training and/or presentations.
3. Analyze historical and current expenditure transaction trends on the general ledger.
4. Meet with appropriate staff, to ensure compliance and accuracy of financial transactions in accordance with awarded NOGAs (Notice of Grant Award).
5. Manage and submit financial statements to the Texas Education Agency, external auditors, and other granting agencies.
6. Reconcile general ledger to ensure accounting system complies with applicable laws.
7. Ensure accuracy and reliability of accounting data for financial reporting.
8. Reconcile District bank accounts, as required.
9. Maintain and promote a positive relationship with department personnel, clients, and other governmental entities.
10. Stay abreast of updates on rules and regulations in school finance as mandated by the Texas Education Agency.
11. Ensure accuracy and reconciliations of District capital assets purchased with grant funds and assist with the district capital asset inventory and reconciliation.
12. Recommend reliable procedures to record general ledger transactions on current accounting system.
13. Prepare and enter necessary transactions on the general ledger, as required.
14. Assist in enhancing the effectiveness and efficiency of the district operation involving the funding to minimize compliance issues.
15. Responsible for conducting special projects, as assigned.
16. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal computer (PC), computer printer, copier and calculator

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, prolonged use of the computer and repetitive hand motions.

Terms of Employment

226 days; salary to be establish 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: _____

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.