

<b>Job Title:</b>	Accounting Specialist CTE	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Director	<b>Pay Grade:</b>	307
<b>Dept./School:</b>	Career Technology Education	<b>Date Revised:</b>	November 18, 2022

**Primary Purpose**

Process Career and Technical Education accounts for the district. Maintain the CTE budget account spreadsheets. Enter CTE budget, follow state and federal guidelines for CTE expenditures, and maintain CTE Title I, Carl D. Perkins Grant, and local project/activity records.

**Qualifications****Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education  
Associate Degree in Business or Accounting (preferred)

**Special Knowledge/Skills**

- Ability to operate an adding machine, calculator, and computer
- Knowledge of computer technology and data entry including word processing & spreadsheets
- Strong organization, communication, public relations, and interpersonal skills
- Knowledge of general accounting principles
- General knowledge of Excel, Word, TEAMS (Frontline)

**Experience**

Three (3) years related experience working with a full range of CTE account systems.

**Major Responsibilities and Duties**

1. Assist in the gathering, analyzing, and complying of data needed for annual program evaluation reports required for Federal and State and District reporting.
2. Maintaining CTE budget assignments, allocations, and expenditures for Local and Perkins funding.
3. Gather information necessary for submission of bids by the Finance Department for capital outlay items purchased for use by campus personnel and support staff.
4. Serve as the department's point of contact for vendor setup, maintenance, and record retention in compliance with District and departmental policies/procedures.
5. Process budget fund transfers, reclassifications, amendments, and changes as needed.
6. Generate, receive, and record orders for supplies, equipment, and services.
7. Prepare, issue, and distribute Requests for Purchase Orders (RPO), receipts, bills, statements, and check requests as needed.
8. Acquire documentation, prepare invoices, and maintain records for outlying Districts.
9. Serve as internal monitor for the district approval process. Prepare and reconcile transactions for the CTE Department to ensure proper signatures, and correct account coding.
10. Maintain an optimal level of accuracy, good judgement, and discretion for assigned work to ensure compliance with established policies and procedures.
11. Review, process, and pay authorized invoices using P-Cards. Ensure timely entry of data to the automated system, including receipts, disbursements, and journal entries.
12. Prepare items for staff meeting and training as needed.
13. Ensure that the required paperwork for New CTE Vendors is complete prior to submitting to Procurement.
14. Provide professional, accurate and proficient support by composing and producing department documentation and correspondence, filing records, and supervising supply inventories.
15. Prepare cost comparative analysis to substantiate effective and efficient use of CTE District Funds.

- 16. Support CTE with PEIMS coding as it pertains to CTE endorsements, high school graduation codes, and the respective CTE indicator codes relating to CTE coherent sequences/programs of study.
- 17. Assist with CTE related events and promotions. Effectively manage cross training of employees to optimize office efficiency and performance.
- 18. Promote positive community relations through effective communication.
- 19. Provide optimal customer service to the students, employees, parents, community members and any other stakeholders of the district.
- 20. Perform other duties as assigned or required

**Supervisory Responsibilities**

None

**Equipment Used**

Personal computers, printer, scanner, copier, fax machine, and calculator.

**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; repetitive hand motions, prolonged use of computer.

**Terms of Employment**

221 days; hourly rate to be established by the Board of Trustees

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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 for employees may be referred to the District compliance officer, Rosa Ramos at 230-2031; Application of Titles VI, VII, IX, and Section 504 inquiries regarding students may be referred to Kelly Ball 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 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos al 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.

