

# JOB DESCRIPTION

**Job Title** Senior Financial Analyst  
**Reports to** Director  
**Dept/School** Financial Services

**Job Title Code** 180116  
**Wage/Hour Status** Exempt  
**Pay Grade** 104  
**Date Revised** December 9, 2024

## Primary Purpose

Ensure the accuracy and reliability of accounting data. Provide financial analysis, account reconciliations, and accounting support to the District at both the campus and divisional level through interaction with all areas of the finance unit. Manage and lead a diverse and occasionally complex in nature tasks requiring individual analysis and judgment assigned by management team.

## Education/Certification

- Bachelor's degree in accounting

## Special Knowledge/Skills

- Advanced technical knowledge of finance, budgeting, accounting systems and economics
- Knowledge of Texas Education Agency's Financial Accountability System Resource Guide (FASRG)
- Working knowledge of financial applications and accounting
- Strong and effective communication, public relations, and interpersonal skills
- Ability to use personal computers and software to develop spreadsheets, accounting reports, and databases
- Ability to analyze and interpret financial data
- Ability to interpret policy and procedures
- Ability to interpret guidelines and regulations governing special programs
- Ability to monitor federal, state, and local funding
- Ability to direct and manage assigned personnel
- Ability to meet strict deadlines
- Ability to take initiative and work with minimal supervision

## Experience

- Four (4) years' experience in financial accounting and reporting
- Two (2) years' supervisory experience

## Major Responsibilities and Duties

1. Review Capital Assets Accountant work on the maintenance and preparation of monthly schedules for construction work in process, construction work completed, retainage, encumbrances and annual schedules for additions, retirements, and transfers of capital assets.
2. Work closely with Facilities and Construction and Capital Assets Accountant to manage and oversee the fiscal year-end close out and rollover of encumbrances for facilities and acquisition construction projects. Responsible for the proper accounting and financial reporting of Subscription Based Information Technology Agreements (SBITAs) and Lease Agreements in accordance with Governmental Accounting Standards Board (GASB)
3. Responsible for overseeing the planning and timely completion of physical capital asset inventory.
4. Perform financial analysis of the general ledger activity for federal, state, and local funding.
5. Manage the coordination, preparation, and review of departmental financial performance reports that assist district management with analysis and understanding of district financial matters.
6. Prepare and assist with the review of financial reports as applicable for submission to the Texas Education Agency and other granting agencies in accordance with related deadlines.
7. Assist in gathering and submitting data for the completion of federal, state, and local financial compliance requirements such as audits, indirect cost rates, Electronic Gathering, Analysis, and

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- Retrieval System (EDGAR) compliance, Public Education Information Management Systems (PEIMS), open records requests, financial forecasts, etc.
8. Supervise designated staff with accounting activities to include revisions of the Finance Administrative Manual, general accounting training, account reconciliations, management of accounting matters with a focus on policy compliance, and cost-effectiveness of programs.
  9. Coordinate monthly and year-end close with other departments as applicable to federal, state, and local programs.
  10. Coordinate with the external auditors in the successful completion of the Annual Comprehensive Financial Report (ACFR) for the Board of Trustees, administration, and the public.
  11. Work closely with finance division staff, departmental budget, and grant-funded authorities in addressing fiscal concerns.
  12. Work closely with departments by providing updated financial statement reports.
  13. Review and approve journal entries to the general ledger and ensure entries are timely, accurate, reasonable and in compliance with federal, state, and local requirements.
  14. Coordinate and assist with the preparation of fund reconciliations.
  15. Review and approve bank account reconciliations.
  16. Assist in maintaining and reconciling all general ledger accounts monthly.
  17. Responsible for creating or revising existing procedures for duties assigned.
  18. Assist in processes of year-end roll forward of the general ledger accounts.
  19. Ensure accounting systems comply with applicable laws and regulations including the Texas Education Agency and Financial Accountability System Resource Guide (FASRG).
  20. Ensure that business operations support district goals and objectives.
  21. Responsible for participating in ongoing professional development activities to stay abreast of updates on rules and regulations in School Finance as mandated by the Texas Education Agency.
  22. Adhere to adopted policies and administrative regulations, especially those that have accounting implications.
  23. Perform other duties as assigned by the supervisor.

### Personnel Management

24. Develop training options and improvement plans to ensure exemplary business operations.

### Supervisory Responsibilities

Assigned personnel

### Physical and Mental Job Requirements

#### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours.

### Terms of Employment

226 days; salary to be established by 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: \_\_\_\_\_



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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.