

<b>Job Title:</b>	Capital Assets Accountant	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director Accounting & Reporting Services	<b>Pay Grade:</b>	102
<b>Dept./School:</b>	Financial Services 2024	<b>Date Revised</b>	October 14,

**Primary Purpose**

Ensure 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 related field

**Special Knowledge/Skills**

- Ability to interpret the 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 analyze data
- Ability to meet tight deadlines
- Ability to take initiative
- Strong analytical, communication, public relations, presentation, and people skills

**Experience**

Five (5) years' experience in accounting to include preparation of financial statements, federal and state grants, audits, capital assets and general ledger

**Major Responsibilities and Duties**

1. Work closely with Facilities and Construction to manage the fiscal year-end close-out and rollover of encumbrances for facilities and acquisition construction projects.
2. Responsible for compiling data of Subscription Based Information Technology Agreements (SBITAs) and Lease Agreements in accordance with Governmental Accounting Standards Board (GASB).
3. Implement controls and maintain District-wide capital assets inventory in the Accounting Capital Asset Management System.
4. Responsible for the maintenance and preparation of monthly schedules for construction work in process, construction work completed, retaining, encumbrances and annual schedules for additions, retirements, and transfers of capital assets.
5. Check for completeness and accuracy of monthly reconciliation between the Compliance and Job Cost Accounting Manager, Facilities Department, and the general ledger.
6. Maintain and reconcile the Capital Asset System and general ledger and prepare District lease-purchase schedules.
7. Review, analyze or approve purchase orders, invoices, journal entries, transfer and any other transactions related to capital asset accounting.
8. Perform depreciation calculation for capital assets.
9. Perform revision and update on the detailed schedule of accumulated depreciation and capital assets.
10. Conduct physical capital asset inventories, District-wide in compliance with federal, state, and local guidelines.
11. Provide District-wide training services on implementations; make recommendations and improvements under the required regulation laws to meet compliance requirements.
12. Manage and submit financial statements to the Texas Education Agency, external auditors, and other granting agencies.
13. Assist internal and external auditors in auditing capital assets or other property, to include preparation of required documentation.
14. Reconcile the general ledger to ensure accounting reports are accurate and in compliance with applicable

laws, including preparation of monthly and annual schedules for additions, retirements, and transfers in the fixed assets.

- 15. Manage and implement District-wide accounting procedures and control, recommend improvements to the design and effectiveness.
- 16. Prepare bank reconciliations.
- 17. Review department cash receipts.
- 18. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

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

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions. Some districtwide travel; occasional long hours.

**Terms of Employment**

226 days; salary 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 may be referred to the District compliance officer, at 230-2031; Section 504 inquiries regarding students may be referred to, 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 230-2856.