

# JOB DESCRIPTION

**Job Title** Director Disbursement Services  
**Reports to** Comptroller  
**Dept/School** Business Services

**Job Title Code** 115358  
**Wage/Hour Status** Exempt  
**Pay Grade** 108  
**Date Revised** March 20, 2025

## Primary Purpose

Plan, direct and supervise the disbursement functions of the District to include payroll, accounts payable credit card and travel services, to provide the best educational service with financial resources available.

## Education/Certification

- Bachelor's degree with major in accounting or related business field

## Special Knowledge/Skills

- Ability to interpret Texas Education Agency Financial Accountability System Resource Guide
- Knowledge of generally accepted accounting principles for public school finance
- Knowledge of governmental accounting
- Knowledge of Fair Labor Standards Act, Family Medical Leave Act, Federal Payroll Tax Reporting and Teacher Retirement System of Texas Reporting, Internal Revenue Code, Texas Prompt Payment Act, General Services Administration Act, and Texas Comptroller of Public Accounts Reporting
- Knowledge of data processing applications
- Ability to interpret policy, procedures and data
- Ability to manage financial transactions and assigned personnel
- Strong analytical skills, public relations, communication, presentation, and interpersonal skills

## Experience

- Five (5) years of experience in financial accounting and disbursement management
- Five (5) years supervisory experience

## Major Responsibilities and Duties

1. Direct the disbursement operations of the payroll, accounts payable and travel departments.
2. Maintain accurate and auditable records.
3. Direct and coordinate departmental activities with those of other departments, outside agencies, and organizations.
4. Provide expertise and staff assistance to district administration, campuses and departments.
5. Ensure compliance with applicable state and federal laws and oversee periodic and annual reporting.
6. Coordinate, compile and respond to external and internal audits for verification of compliance with local, state and federal compliance requirements.
7. Maintain timely communication with Executive Director-Financial Services on departmental activity.
8. Work closely with district staff to ensure timely delivery of grant disbursements.
9. Conduct process review and flowcharts to improve workflow and design innovative methods to create efficiencies.
10. Provide expertise and assistance to staff related to general accounting disbursement workflow entries in accordance with District's policies and procedures and the Financial Accountability System Resource Guide (FASRG).
11. Provide leadership and direction for the timely and accurate processing of payroll and related tax reporting.
12. Direct and serve as the liaison between Payroll Department and Human Resources Department to establish and improve procedures that expedite the process from initial employment to disbursement of employee compensation and benefits.

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13. Perform monthly analysis of disbursements to ensure completeness and accuracy in the general ledger.
14. Responsible for financial transparency and timely delivery of required disbursement website postings.
15. Monitor and communicate disbursement activity to Treasurer for daily cash flow planning decisions.
16. Work closely with the Technology Security Office to establish internal controls to protect district disbursements and data.
17. Provide leadership and direction for the timely execution of travel arrangements and payments.
18. Create partnerships to improve and expand travel accommodation and options for District travel.
19. Measure disbursement activity through applicable industry key performance indicators (KPIs).
20. Provide leadership and direction for the timely and accurate preparation of Form 1099 reporting in accordance with the Internal Revenue Code.
21. Direct and serve as the liaison between Accounts Payable Department and Procurement Services to establish and improve procedures that expedite the process from purchasing to disbursement of funds.
22. Direct and oversee the execution of disbursements by check, ACH, wire transfer, virtual payment, credit card or other electronic payment methods.
23. Conduct research, retrieve and respond to internal and external inquiries in accordance with federal, state and local laws and regulations and Public Information Act.
24. Collaborate with other Financial Services divisions to create innovative systems and improve processes to maximize workflow efficiencies.
25. Direct, oversee and serve as liaison to Technology Services to ensure timely execution of ERP system improvements and enhancements to optimize departmental operations.
26. Assist in the presentation of financial information to the public.
27. Monitor credit card activity for accuracy and reasonableness.
28. Manage special projects as requested by the Executive Director of Financial Services, Administration, Board of Trustees and other stakeholders.
29. Implement disbursement procedures, systems and controls district-wide and recommend improvements in the design and maintenance.
30. Provide training to staff and districtwide personnel to comply with federal, state and local laws, policies and procedures.
31. Assist with the successful completion of the Comprehensive Annual Financial Report (CAFR).
32. Gather, record and analyze statistical data for benchmarking and evaluation.
33. Participate in ongoing professional development activities to stay abreast of rules and regulations in school finance.
34. Design professional development programs for department staff.
35. Collaborate with campuses and departments to support the District's mission and strategic goals and objectives.
36. Attend school board meetings and prepare reports for the Board of Trustees as requested by supervisors.
37. Develop departmental and district-wide procedural manuals.

## **Personnel Management**

38. Supervise and coordinate the activities of professional and classified personnel assigned.
39. Define job performance expectations of subordinate staff, evaluates job performance, conduct conferences, and develop training options and improvement plans to ensure the best operation of the department.

## **Communication and Community Relations**

40. Demonstrate awareness of district community needs; articulate to the general public the school District mission and solicit its support in realizing the mission.
41. Apply management practices that promote collegiality, teamwork, and collaborative decision making among staff.

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## Supervisory Responsibilities

Supervise all assigned personnel

## 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; ability to travel.

## 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 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.