

Job Title:	Executive Director Financial Services	Wage/Hour Status:	Exempt
Reports to:	Chief Financial Officer	Pay Grade:	109
Dept./School:	Financial Services	Date Revised:	November 1, 2023

Primary Purpose

Direct and manage the financial operations of the district to ensure compliance with all regulatory agencies, safeguard District assets and resources.

Qualifications

Education/Certification

Master's Degree in Business or related field from an accredited university

OR

Bachelors Degree from an accredited university AND valid Certified Public Accountant (CPA) Certification from Texas Association of School Business Officials (TASBO) preferred

Special Knowledge/Skills

- Ability to interpret Texas Education Agency Financial Accountability System Resource Guide Knowledge of generally accepted accounting principles and the application of these principles to public school finance
- Ability to use data processing applications and technology
- Ability to interpret and analyze school finance laws, local policies, procedures, and guidelines
- Ability to manage budgets and assigned personnel
- Ability to develop, analyze, and disaggregate data
- Strong analytical, public relations, organizational, communication, presentation, and interpersonal skills

Experience

Five (5) years related experience in financial accounting, to include management of accounting functions

Three (3) years supervisory experience

Major Responsibilities and Duties

1. Oversee District Accounting functions to include, Payroll, Accounts Payable, General Ledger Accounting & Reporting, Budget, Campus Accounting, and Travel.
2. Present financial reports for the use of Administration, Board of Trustees, District stakeholders and other governmental agencies.
3. Maintain the general ledger of accounts access and security.
4. Supervise the preparation of District financial statements and reports for governmental/granting agencies.
5. Coordinate successful completion of annual financial audit for all governmental/granting agencies.
6. Interface with Technology Services to test, develop, implement, document, and provide suggestions for future software enhancements.
7. Gather, record, and analyze statistical data for benchmarking and evaluation.
8. Develop, implement, and evaluate policies, procedures, and controls for respective areas of responsibility; ensure compliance with applicable laws and regulations.
9. Prepare special projects requested by the Chief Financial Officer, Board of Trustees, administration, and the public.
10. Responsible for the development and administration of the department's annual budget. Provide training on financial/accounting processes, management, and TEA program requirements to campus & central office administrators and staff.
11. Develop operating manuals for respective areas of responsibility, to include related policies, procedures, and services.
12. Participate in ongoing professional development activities to stay abreast of rules and regulations in school finance, as mandated by the TEA.

- 13. Attend Board meetings regularly and prepare reports and presentations, as required.
- 14. Perform other duties as assigned by supervisor.

Personnel Management

- 15. Define job performance expectations of subordinate staff, evaluate job performance, conduct conferences, and develop training options and improvement plans to ensure the best operation of the department.
- 16. Promote a positive organizational climate that is informative, timely, and responsive.
- 17. Ensure that staff remain current on District and department policies, procedures, and all administrative guidelines.

Communications and Community Relations

- 19. Demonstrate awareness of District community needs; articulate to the Public the school District’s mission and solicit its support in realizing the mission.
- 20. Use management practices that promote collegiality, teamwork, and collaborative decision making among staff.

Supervisory Responsibilities

Supervise assigned personnel

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, and prolonged use of computer.

Terms of Employment

226 days; salary to be established 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.