

<b>Job Title:</b> Campus Accounting & Compliance Manager	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Executive Director Financial Services	<b>Pay Grade:</b> 104
<b>Dept./School:</b> Financial Services	<b>Date Revised:</b> November 4, 2024

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### **Primary Purpose**

Provide financial analysis, and accounting support to the district at both the campus and area level through interaction with the areas of finance units.

### **Qualifications**

#### **Education/Certification**

Bachelor's Degree in Accounting, Business or related field

#### **Special Knowledge/Skills**

- Ability to interpret Texas Education Agency Financial Accountability System Resource Guide
- Advanced technical knowledge of school finance, budgeting, accounting systems and economics
- Knowledge of accounting principles and the application of these principles to public school finance
- Knowledge of Board travel policies and administrative guidelines
- Knowledge of travel industry practices and standard operating procedures
- Working knowledge of financial applications and accounting
- Strong communication, public relations and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, perform data analysis and do word processing
- Ability to interpret policy, procedures and data
- Ability to manage financial transactions and assigned personnel
- Ability to manage personnel
- Ability to coordinate district functions

#### **Experience**

Five (5) years' experience in school business financial management

Three (3) years' supervisory experience

### **Major Responsibilities and Duties**

#### **Fiscal Management**

1. Work closely with finance staff and Area Assistant Superintendents in addressing fiscal concerns.
2. Coordinate the development and delivery of continuous campus and financial training programs for campus personnel.
3. Assist in the coordination/preparations and review of area financial performance reports that assist district management with the analysis and understanding of the District's financial matters.
4. Manage campus accounting activities to include preparation of the Campus Accounting Manual, campus accounting training, management of campus accounting matters with focus on policy compliance, cash flow activity, and cost effectiveness of campus programs.
5. Manage and implement accounting procedures, systems and controls in the district schools and recommend improvements in their design, implementation and maintenance.
6. Assist in the development and delivery of continuous financial training program for district personnel.
7. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accountability System Resource Guide.
8. Provide leadership to achieve cost-effective practices throughout the district.
9. Ensure that business operations support district goals and objectives.

10. Implement policies established by federal and state law, State Board of Education rule and local board policy in the area of campus business operations.
11. Compile, maintain, and file all physical and computerized reports, records and other documents required for campus accounting and travel office.
12. Evaluate campus monthly financial statements and related reports.
13. Prepare, review, and revise campus accounting and travel office job descriptions.
14. Develop training options and/or improvement plans to insure exemplary business operations.
15. Evaluate job performance of employees to ensure effectiveness.
16. Recruit, train and supervise campus accounting and travel office personnel and makes sound recommendations relative to personnel placement, assignment, retention, discipline and dismissal.
17. Demonstrate awareness of district and community needs and initiates activities to meet those needs.
18. Work closely with immediate staff and Technology Services to create resolutions and improve departmental operational challenges.
19. Collaborate with campuses and departments to support District
20. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise and evaluate the performance of campus accountants, accounting clerks, and other staff that may be assigned to the Campus Accounting Office.

**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 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 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.