

Job Title:	Director Accounting & Reporting Services	Wage/Hour Status:	Exempt
Reports to:	Executive Director Financial Services	Pay Grade:	108
Dept. /School:	Financial Services	Date Revised:	September 10, 2018

Primary Purpose

Plan, direct and supervise accounting and financial reporting functions of the District to provide the best educational service with financial resources available.

Qualifications**Education/Certification**

Bachelor's Degree in Accounting

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 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' experience in financial accounting to include management of accounting and reporting functions

Major Responsibilities and Duties

1. Manage the operation of the accounting department to comply with applicable laws and regulations and the Financial Accountability System Resource Guide (FASRG).
2. Perform monthly analysis of revenues and expenditures in the general ledger to determine the receipt and use of district funds.
3. Prepare monthly financial statements and other reports for the use of Administration, Board of Trustees, District stakeholders and other governmental agencies.
4. Oversee the preparation and submission of monthly, quarterly, and final grant reports as applicable to external entities, Texas Education Agency and other governmental agencies.
5. Assist in the presentation of financial information to the public.
6. Manage and maintain general ledger transactions to ensure accuracy, completeness and reliability.
7. Review and ensure the accuracy of bank account reconciliations.
8. Monitor balance sheet general ledger accounts for accuracy and reasonableness.
9. Manage special projects as requested by the Executive Director of Financial Services, Administration, Board of Trustees and other stakeholders.
10. Manage the District's capital asset records to ensure financial reporting is in compliance with federal, state and local laws.
11. Implement accounting procedures, systems and controls district-wide and recommends improvements in accounting design and maintenance.
12. Provide training to accounting staff and districtwide personnel to comply with federal, state and local laws, policies and procedures.
13. Prepare financial forecasts for Administration and the Board of Trustees for pertinent decision making.
14. Coordinate, compile and respond to external and internal audits for verification of compliance with local, state and federal compliance requirements.
15. Collect and submit data for the completion of federal, state and local documents (audits, indirect cost rate, PEIMS, Open Records Requests, etc.).
16. Coordinate successful completion of the Comprehensive Annual Financial Report (CAFR) and reporting to governmental and grant agencies.
17. Gather records and analyze statistical data for benchmarking and evaluation.

- 18. Manage the time and effort functions to comply with federal, state and local laws.
- 19. Participate in ongoing professional development activities to stay abreast of rules and regulations in school finance.
- 20. Design professional development programs for department staff.
- 21. Work closely with Technology Services to test, develop, implement, document and provide recommendations for future enhancements on software.
- 22. Collaborate with campuses and departments to support the District’s mission and strategic goals and objectives.
- 23. Collaborate with accounting staff and other Financial Services units to create innovative systems and improve processes to maximize work flow efficiencies.
- 24. Attend school board meetings and prepare reports for the Board of Trustees as requested by supervisors.
- 25. Develop departmental and district-wide procedural manuals.
- 26. Perform other duties as assigned by supervisor.

Personnel Management

- 27. Supervise and coordinate the activities of professional and classified personnel assigned to the Accounting Services Department.
- 28. 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.

Communications and Community Relations

- 29. Demonstrate awareness of district community needs; articulate to the general public the school District’s mission and solicit its support in realizing the mission.
- 30. Apply 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 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

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 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.