

Job Title Assistant Director Disbursement Services
Reports to Director Disbursement Services
Dept/School Financial Services

Job Title Code 126033
Wage/Hour Status Exempt
Pay Grade 106
Date Revised July 14, 2025

Primary Purpose

To support the Director of Disbursements by managing the daily operations of specific disbursement functions: payroll, accounts payable, credit card program, and travel operations. The role focuses on executing established procedures, ensuring transactional accuracy and compliance, training support staff, and enhancing workflows to meet district financial objectives and providing the best educational service with the financial resources available.

Education/Certification

- Bachelor's Degree in Accounting or related business field

Special Knowledge/Skills

- Advanced technical knowledge of finance, budgeting, accounting systems and economics
- Working knowledge of financial applications and accounting
- Working knowledge of Texas Education Agency Financial Accountability System Resource Guide (FASRG), 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
- Effective communication, leadership, and organizational skills
- Ability to use personal computer and software to develop spreadsheets, and perform data analysis
- Ability to interpret policy, procedures, and data
- Ability to direct and supervise assigned personnel

Experience

- Five (5) years' experience in payroll, accounts payable, or financial disbursement management
- Two (2) years supervisory experience

Major Responsibilities and Duties

Fiscal Management

1. Support the Director in ensuring accurate and timely disbursements in accordance with district policy and regulatory guidelines.
2. Oversee and manage assigned disbursement functions including Payroll, Accounts Payable, and Travel & Credit Card services.
3. Provide support to ensure effective communication and collaboration across all Disbursement units to promote consistency, efficiency, and alignment of practices.
4. Support the Disbursements Division to comply with applicable laws and regulations, and the Financial Accountability System Resource Guide (FASRG).
5. Develop and maintain operational calendars and payment schedules for disbursement functions.
6. Support the coordination and timely response to internal and external auditor requests related to disbursement operations, contributing to the successful completion of the Annual Comprehensive Financial Report (ACFR) and other financial audits for the Board of Trustees, administration, and the public.
7. Maintain and promote a positive relationship with department personnel, campus personnel, and other government entities, external auditors/monitors, and other stakeholders.

JOB DESCRIPTION

8. Collaborate workflow between disbursement services and departments such as Human Resources, Treasury Services, Grants, Procurement, and Technology Services to ensure seamless transaction processing.
9. Continuously enhance disbursement efficiency by designing and implementing automated workflows that maintain robust internal controls, ensure real time transparency, and promote seamless audit ready processes.
Responsible for preparation and timely submission of 1099s, W-2s, and ACH/wire payments ensuring compliance with federal and state regulations.
10. Oversee disbursement-related financial operations, including updates to the Finance Administrative Manual, staff training on disbursement procedures, reconciliation of related accounts, and resolution of disbursement-specific accounting issues—with an emphasis on policy compliance, internal controls, and the cost-effectiveness of financial processes and programs.
11. Oversee preparation and submission of TRS, EFTPS, IRS and other required reports related to employee and vendor payments.
12. Responsible for gathering and submitting data for the completion of federal, state, and local financial compliance requirements such as audits, indirect cost rates, EDGAR Compliance, Open Records Requests, etc.
13. Provide after hours support to district employees for urgent travel related needs and credit card program issues, including matters involving both employee and student travel.
14. Develop and monitor key performance indicators (KPIs) to create lean operations.
15. Assist with the implementation and maintenance of internal procedures, systems, and controls.
16. Assist in the development and delivery of continuous financial training programs for District personnel.
17. Monitor financial transactions and ensure compliance with applicable laws and internal controls. Ensure that business operations support district goals and objectives.
18. Responsible for participating in ongoing professional development activities to stay abreast of updates on rules and regulations in School Finance as mandated by the Texas Education Agency.
19. Provide guidance and support to District personnel on financial matters related to Payroll, Accounts Payable, Travel, and the Credit Card Program, ensuring accurate application of policies and procedures.
20. Assist in accrual and roll-forward processes of all general ledger accounts.
21. Oversee the processing of vendor payments and employee reimbursements to ensure timeliness, accuracy, and compliance with district policies, purchasing procedures, and applicable regulations.
22. Monitor purchase orders submitted outside the standard procurement timeline and assist with the internal resolution process. Implement policy changes, system enhancements and adhere to adopted board policies and administrative regulations, especially those that have accounting implications.
23. Serve as a point of contact for escalated concerns regarding payroll and payment processing, providing resolution and guidance.
24. Assist with special projects requested by the Board of Trustees, administration and the public.
25. Perform other duties as assigned by supervisor.

Personnel Management

26. Develop training options and improvement plans to ensure exemplary business operations.
27. Evaluate job performance of employees to ensure effectiveness.
28. Use management practice that promotes collegiality, teamwork, and collaborative decision making amongst staff.

Supervisory Responsibilities

Supervise Assigned Personnel

Equipment Used

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



JOB DESCRIPTION

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

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.