

**Job Title:** Compliance and Job Cost  
Accounting Manager

**Wage/Hour Status:** Exempt

**Reports to:** Deputy Superintendent for Finance &  
Finance and Operations

**Pay Grade:** 104

**Dept./School:** Finance and Operations

**Date Revised:** October 28, 2024

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### Primary Purpose

Ensure accuracy and reliability of Job Cost Accounting Management System, compliance with construction and other related contracts, and accountability of all capital funds, including capital grants and contributions, bond proceeds and maintenance tax notes. Work with Facilities and Construction Department in accounting for capital projects and assist staff in the Financial Services Department with CWIP calculations.

### Qualifications

#### Education/Certification

Bachelor's Degree in Accounting or related Business Degree

#### Special Knowledge/Skills

- Knowledge of the Texas Education Agency Financial Accountability System Resource Guide
- Knowledge of accounting principles and the application of these principles to public school finance
- Knowledge of data processing applications and Job Cost Accounting Software
- Ability to use personal computer and software to develop spreadsheets, perform data analysis, and word processing
- Strong contract compliance principles
- Skill in reviewing contracts
- Ability to interpret policy, procedures, and data
- Strong analytical, communication, public relations, presentation, and interpersonal skills
- Ability to multi-task, organize, plan and prioritize projects to attain goals

#### Experience

Five (5) years' experience in general accounting including: preparation of financial statements, audits, cost accounting, fixed assets and general ledger

Three (3) years supervisory experience

### Major Responsibilities and Duties

1. Manage and perform monthly reconciliation between the Job Cost Accounting System in the Facilities Department and the general ledger.
2. Perform quarterly reconciliation between the Fixed Asset System and the general ledger.
3. Oversight of the accounts payable and receivable process related to capital project funds.
4. Prepare the year-end audit work papers and interact with internal and external auditors.
5. Maintain property management commitments under leases, notes, and schedules.
6. Review depreciation schedules for capital project funds.
7. Work closely with Financial Services Department staff to ensure accuracy, completeness, accountability, and timeliness of construction costs recorded in the general ledger, job cost accounting system, and capital asset system.
8. Analyze and reconcile work in progress transaction for accuracy and completeness in support of monthly financial reporting.
9. Responsible for maintenance and preparation of monthly and annual schedules of: Construction Work Performed, Construction Work in Process, Retainage, and Encumbrances.
10. Review, on a daily basis, all construction expenditures posted to the general ledger.

11. Assist in the preparation and administration of the department's budget to include the allocation of funds for each construction job.
12. Responsible for reviewing construction and other related contracts and ensuring compliance with contract terms to include change orders.
13. Responsible for final payment review of construction contracts prior to placement on board agenda.
14. Assist the Executive Director of Facilities & Construction with the forecast of construction job costs.
15. Assist internal and external auditors with the preparation of documentation and records for District audits of capital assets or other property.
16. Responsible for preparation of monthly and annual schedules for additions, retirements, and transfers of capital assets.
17. Responsible for time and effort of Facilities and other staff charges to capital funds.
18. Work closely with Procurement and Financial Services Departments to establish consistent procedures that expedite the process from purchasing to disbursement of funds.
19. Manage the fiscal year-end close out and rollover of encumbrances.
20. Conduct research, retrieve and respond to internal and external inquiries in accordance with federal, state, and local laws and regulations and Public Information Act.
21. Collaborate with staff and other departments to create innovative systems and improve processes to maximize workflow efficiency.
22. Provide continuous enhancements to policies and department procedural manual.
23. Collaborate with campuses and departments to support the District's mission and strategic goals and objectives.
24. Conduct presentations to the community, Board of Trustees, and the Citizens Bond Advisory Committee (CBAC).
25. Prepare special reports as required by the Facilities Department.
26. Demonstrate awareness of district community needs; articulate to the public the school District's mission and solicit its support in realizing the mission.
27. Apply management practices that promote collegiality, teamwork, and collaborative decision making among staff.
28. Perform other duties as assigned by Supervisor.

**Supervisory Responsibilities**

Assigned personnel

**Equipment Used**

Personal computer, printer, copier, and calculator

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions. Some districtwide travel; occasional long hours, some weekend, early morning or evening meetings.

**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.