

JOB DESCRIPTION

Job Title	Assistant Director Grant Accounting & Reporting	Job Title Code	126038
Reports to	Director Accounting & Reporting Services	Wage/Hour Status	Exempt
Dept/School	Financial Services	Pay Grade	106
		Date Revised	July 02, 2025

Primary Purpose

Assist with the supervision and administration of the District's accounting, grants, and financial reporting functions to provide the best educational service with financial resources available.

Education/Certification

- Bachelor's Degree in Accounting

Special Knowledge/Skills

- Advanced technical knowledge of finance, budgeting, accounting systems and economics
- Working knowledge of financial applications and accounting
- Strong communication, public relations and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, and perform data analysis
- Ability to interpret policy, procedures, and data
- Ability to monitor federal, state, and local funding
- Ability to direct and supervise assigned personnel

Experience

- Five (5) years' experience in financial accounting and reporting
- Two (2) years supervisory experience

Major Responsibilities and Duties

Fiscal Management

1. Oversee the financial management of grants and reporting in accordance with federal, state, and local regulations.
2. Assist in supervising the operations of the accounting department to comply with applicable laws, and regulations, and the Financial Accountability System Resource Guide (FASRG).
3. Assist in coordinating with the external auditors the successful completion of the Comprehensive Annual Financial Report (CAFR) for the Board of Trustees, administration, and the public.
4. Maintain and promote a positive relationship with department personnel, campus personnel, and other government entities, external auditors/monitors, and other stakeholders.
5. Collaborate with program coordinators to support the financial management of grant funding.
6. Coordinate, prepare, and review departmental financial performance reports that assist District management with analysis and understanding of District financial matters.
7. Responsible for reviewing bank accounts and general ledger reconciliations monthly.
8. Manage all accounting activities to include revisions of the Finance Administrative Manual, general accounting training, account reconciliations, management of accounting matters with a focus on policy compliance, and cost-effectiveness of programs.
9. Responsible for the preparation and submission of monthly, quarterly, and final reports as applicable to external entities, Texas Education Agency, and other government agencies.
10. Assist in the preparation of the financial forecast for Administration and the Board of Trustees for pertinent decision making.
11. 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, PEIMS, Open Records Requests, etc.
12. Assist in managing the time and effort functions to comply with federal, state, and local laws.

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13. Assist in the development and delivery of continuous financial training programs for District personnel.
14. Ensure accounting systems comply with applicable laws and regulations including the Texas Education Agency Financial Accountability System Resource Guide.
15. Ensure that business operations support district goals and objectives.
16. 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.
17. Assist in maintaining and reconciling all general ledger accounts.
18. Assist District personnel regarding financial concerns on account coding, expenditures, and encumbrance issues.
19. Assist in processes of year-end roll forward of all general ledger accounts.
20. Review and approve journal entries to the general ledger to ensure entries are accurate and proper.
21. Adhere to adopted board policies and administrative regulations, especially those that have accounting implications.

Personnel Management

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

Supervisory Responsibilities

Assigned personnel

Equipment Used

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

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: _____



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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.