



Job Title: Director of Accounting

Wage/Hour Status: Exempt

Reports To: Chief Financial Officer

Pay Grade: Administrative Professional 7

Dept./School: Accounting/Finance

Revised: 4/2025

Primary Purpose:

Manages and coordinates the preparation, presentation, adoption and disbursement of the district's multi-million-dollar budget in coordination with Chief Financial Officer; oversees the financial management of the district's federal and state grant programs; serves as a district investment officer and oversees accounting operations of the district.

Qualifications:

Education/Certification:

- Bachelor's degree in a business-related field or educational administration
- Master's degree or CPA preferred
- TASBO certified (preferred)

Special Knowledge/ Skills:

- Strong organizational, communication, public relations, and interpersonal skills
- Knowledge of budgeting, accounting systems, and payroll processing
- Knowledge of Generally Accepted Accounting Principles and Governmental Fund Accounting.
- Knowledge of salary administration
- Knowledge of the entire district's operations and programs, TEA Financial Accountability Resource Guide, public school law, board policy, insurance and investments
- The ability to:
 - coordinate directors in budget effort.
 - analyze data and make viable recommendations.
 - work under a deadline.
 - read and interpret manuals, various publications, legal data, correspondence and literature; and
 - use a personal computer along with Microsoft Office Word, Excel, and Power Point, and Google products.

Experience:

5 years' experience in school business management or public organization in area of accounting and/or budget

Performance Responsibilities and Duties:

Fiscal Management

1. Assist in the preparation of the budget and development of long- and short-range objectives for the business operations of the district.



2. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accountability System Resource Guide.
3. Administer the district's budget and ensure that operations are cost-effective and funds are managed wisely. Prepare all budget adjustments, additions, and deletions.
4. Prepare for audits and assist the district's independent and internal auditors in conducting periodic audits.
5. Serve as a resource for payroll staff and payroll functions within the within the Financial Services department, including close coordination of the personnel budget.
6. Develop and monitor district personnel budget by creating, updating and maintaining salary negotiations.
7. Adjust personnel budget for ongoing changes including any budget transfers or journal entries.
8. Supervise all activities related to accounting.
9. Ensure that all transactions are recorded timely, accurately and in accordance with GAAP, GASB, and TEA guidelines.
10. Ensure maintenance of the district's general ledger.
11. Prepare monthly and annual financial reports timely and accurately.
12. Ensure reconciliation of the district's capital assets.
13. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
14. Determine cash available for investment and payment of bills based on daily analysis of cash flow.
15. Oversee monthly bank reconciliations for all accounts. Review reconciliations of vendor and payroll clearing accounts.
16. Plan and conduct needs assessments for improvement of district business operations. Ensure that business operations support the district's goals and objectives and provide leadership to achieve cost-effective practices throughout the district.
17. Assist with administration of the Financial Services office budget and ensure that programs are cost effective, and funds are managed prudently.

Policy, Reports, and Law

1. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
2. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

Personnel Management

1. Prepare, review, and revise Accounting/Payroll/Finance department job descriptions in coordination with Human Resources.
2. Develop training options and/or improvement plans to ensure exemplary business operations.
3. Assist in selecting, training, evaluating, and supervising staff, and make recommendations relative to assignment, retention, discipline, and dismissal.

Professional Growth and Development

1. Attend professional development related to areas of responsibility.
2. Maintain membership in appropriate professional organizations.

Other

1. Maintain confidentiality regarding student and coworker information and as required by FERPA.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary



Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Supervisory Responsibilities:

Supervise and evaluate accounting staff which includes making recommendations for hiring and firing to the Chief Financial Officer. Coordinate with the Chief Financial Officer to oversee any other positions in the Financial Services department as assigned.

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The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____