

# Accountant - Finance

## Job Description



<b>Job Title:</b>	Accountant - Finance	<b>FLSA:</b>	Exempt
<b>Reports to:</b>	Executive Director of Accounting and Finance	<b>Pay Grade:</b>	Admin/Prof 2
<b>Dept./School:</b>	Business and Finance Department Donaldson Administration Building	<b>Calendar Days:</b>	226
<b>Contract:</b>	Probationary/Term	<b>Revised:</b>	6.24.2024

### Primary Purpose

Perform professional accounting work, involving compilation, consolidation, analysis and reporting of financial data.

### Qualifications

#### Education/Certification:

- Bachelor’s degree in Accounting, Finance, or Business from an accredited college or university OR at least 7 years of relevant experience while working towards a Bachelor’s degree

#### Special Knowledge/Skills:

- Knowledge of budgeting, accounting systems, and payroll processing
- Knowledge of computerized systems with a proficiency in Microsoft Office products and advanced knowledge of Excel
- Working knowledge of financial applications and accounting
- Ability to use software to develop spreadsheets and perform data analysis
- Ability to implement policy and procedures
- Ability to interpret data
- Strong organizational, communication, public relations, and interpersonal skills

#### Experience:

- Experience as a general ledger accountant preferred

### Major Responsibilities and Duties

#### Accounting

1. Classify, record, and summarize numerical and financial data to compile and maintain financial records according to governmental accounting principles and district procedures
2. Prepare data for and process journal entry and budget transfers
3. Prepare income statements, balance sheets, consolidated statements, and other statements and reports
4. Prepare budget amendments and other financial documents for review by the Board of Trustees
5. Monitor and reconcile expenditures with budget availability

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6. Set up and maintain account controls, logs, and files
7. Perform cost accounting activities, bank reconciliation, or accounting for grant expenditures
8. Review and verify accuracy of journal entries, accounting methods, and procedures
9. Assist with yearly budget cycle and preparation of adopted budget
10. Assist with planning and implementation of end of fiscal year processes
11. Monitor revenue collection and expenditure progress throughout the year
12. Assist with the support and reconciliations to maintain the position control portion of the Human Resources software
13. Assist with campus audits and reviews as assigned
14. Assist and prepare documentation for annual audit
15. Coordinate with other departments to ensure smooth financial processes
16. Assist with monthly closeout processes
17. Assist with semi-monthly payroll liabilities reconciliation
18. Review tax office monthly refunds
19. Perform work within the available financial software modules
20. Utilize Texas Education Association (TEA) Financial Accountability System Resource Guide (FASRG) daily
21. Work with administrators, principals, directors, and staff regarding budget and accounting issues
22. Support the needs of district administration in an efficient and cost effective manner to positively impact student achievement

### **Records and Reports**

23. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards
24. Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements

### **Professional Growth and Development**

25. Pursue continuous improvement and growth in knowledge of leadership skills; and professional knowledge related to government accounting

### **Other**

26. Coordinates special projects as assigned
27. Performs other duties as assigned

### **Evaluation**

The Accountant's evaluation is a responsibility resting with the Assistant Superintendent of Business and Finance or Executive Director of Accounting and Finance. An evaluation shall be completed in writing at least once during the course of each school year.

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### Work Environment

**Tools/Equipment Used:** Computer and peripherals; standard office equipment

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

**Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

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

**Environment:** Work is performed in an office setting; may require irregular and/or prolonged hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

This position is funded by Federal/and or State grants, you understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding become unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.