



# Argyle Independent School District

---

**Job Title:** Accountant

**Exemption Status/Test:** Exempt/Administrative

**Reports to:** Chief Financial Officer

**Pay Grade:** AP2

**Dept./School:** Administration

**Duty Days:** 226

---

## PRIMARY PURPOSE

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

## QUALIFICATIONS

### Education/Certification:

Bachelor's degree in accounting, finance, business administration, or related field required

### Special Knowledge/Skills:

Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)

Knowledge of computerized accounting systems

Ability to analyze and interpret financial data, evaluate accounting problems, develop data, and recommend improved procedures

Ability to utilize software to develop complex accounting reports, spreadsheets, and databases

Effective organizational, communication, and interpersonal skills

### Experience:

3-5 years of progressively responsible experience in finance, accounting, or school finance/business operations preferred

## MAJOR RESPONSIBILITIES AND DUTIES

- Assist with preparing the annual district budget, including communicating with department heads, coordinating loading of data, and keying of budget data.
- Assist with preparing and calculating budget amendments
- Classify, record, and summarize numerical and financial data to compile and maintain financial records according to governmental accounting principles and district procedures.
- Compute and prepare data for journal entry and budget transfers.
- Prepare income statements, balance sheets, consolidated statements, and other statements and reports.
- Monitor and reconcile expenditures with budget availability.
- Set up and maintain account controls, logs, and files.
- Prepare all financial Public Information Management (PEIMS) data.

# Argyle ISD

---

- Perform bank reconciliations.
- Perform accounting for grants and bond projects.
- Review and verify the accuracy of journal entries, accounting methods, and procedures.

## Administration

- Work with administrators, principals, directors, and staff regarding budget and accounting issues.

## Records and Reports

- Prepare timely audit schedules and financial statements in accordance with federal, state, and GASB standards.
- Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements.

## Supervisory Responsibilities:

None

## MENTAL DEMANDS / PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS:

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

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

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

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

**Environment:** May work prolonged or irregular hours

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

All employees are to follow district safety protocols and emergency procedures.

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.<sup>1</sup>

---

Signature

---

Date

---

Print Name

---

<sup>1</sup> Date Revised: 4/2026