AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**TECHNICIAN OPERATIONS TALENT STRATEGY**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**NIS 7**	DUTY DAYS:	**260**	DATE REVISED:	**10/05/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. One (1) year of related experience and demonstrating financial analysis skills is required. Experience working in funding control administration and analysis is preferred. This position is not hybrid eligible.

SKILL REQUIREMENTS:

Experience in Google Workspace and Microsoft Excel with proficiency in vlookups, pivot tables, financial modeling is preferred. Proficiency in enterprise ERP software systems, (Frontline Education ERP) is preferred. The incumbent must be capable of interacting with various levels of personnel and have strong interpersonal skills with the ability to advise executive leadership. This position requires attention to detail and organizational skills to manage complex payment timelines. The incumbent must have proactive problem-solving abilities and vendor management experience. Knowledge of governmental accounting policies, procedures, practices, and requirements, including District, State, and Federal laws and regulations are preferred.

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for overseeing all financial planning, budget management, and purchasing processes within the department. This role serves as the primary source for Talent Strategy administrators providing strategic procurement support, ensuring vendors and purchase orders (POs) are paid accurately and on time, and leading the end-to-end annual budget creation for upcoming fiscal years. This role oversees daily reception operations for the Talent Strategy team, ensuring a seamless experience for visitors while professionally managing high-volume telephone inquiries.

ESSENTIAL FUNCTIONS:

- Oversee and manage all sub-budgets and accounts across the department.
- Monitor daily spending, track departmental expenditures, and perform monthly budget-to-actual variance analysis.
- Manage yearly departmental expenditures.
- Manage front desk operations and serve as the initial ambassador for the Talent Strategy department.
- Welcome visitors, candidates, and internal stakeholders in a professional and hospitable manner.
- Direct high-volume incoming phone calls and inquiries to the appropriate team members promptly.
- Provide support to the AISD HQ reception desk, as needed.
- Provide regular financial reports, forecasts, and actionable insights to executive leadership.
- Serve as the primary financial partner to Directors and Executive Directors for all procurement needs.
- Guide leaders through purchasing policies, budget availability, and vendor selection processes.

- Review, approve, and track purchase requisitions and purchase orders (POs) to ensure compliance with company policies and budget limits.
- Manage the full life cycle of departmental POs from creation through closure.
- Reconcile invoices against POs, goods received, and service agreements to ensure prompt and accurate payment.
- Partner closely with the Accounts Payable department to resolve payment discrepancies, holds, or vendor inquiries.
- Lead the planning, modeling, and construction of the department's annual budget for the upcoming fiscal year.
- Collaborate with administrators to gather operational needs, anticipate future costs, and align financial plans with strategic department goals.
- Prepare final budget proposals and presentations for executive leadership approval.
- Prepare and review reports and other documentation for propriety with timeliness, accuracy, and compliance with District, State, and Federal policies, laws, and regulations.
- Audit financial data to ensure integrity, and perform necessary functions to identify and correct discrepancies.
- Support the Austin ISD Mission, Vision, Values, and Goals in the performance of daily activities.
- Perform special projects assigned by the supervisor, including special reporting
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

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. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

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 30 pounds)

Environment: Standard office environment, not hybrid eligible

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

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the supervisor or administrator of the department. Incumbent receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to his or her

discretion. The incumbent is expected to work independently and will provide feedback on a continuous basis. Contact is with other employees within the finance department and other school departments.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	