

# AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	<b>MANAGER ACCOUNT</b>			FLSA STATUS:	<b>EXEMPT</b>
PAY GRADE:	<b>PRF 3</b>	DUTY DAYS:	<b>226</b>	DATE REVISED:	<b>07/31/2025 HC</b>
FUNDING SOURCE:	<b>THIS POSITION IS LOCALLY FUNDED.</b>				

## **MINIMUM QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university in business, accounting, or a related field is required. Seven (7) years of related experience are required. A CPA certification is preferred.

## **SKILL REQUIREMENTS:**

This position requires a thorough knowledge of governmental accounting policies, procedures, practices, and requirements, including District, State, and Federal laws and regulations. Incumbent must be proficient in operating standard office equipment and pertinent software applications. This position will work independently with minimal supervision from the supervisor. The incumbent must be capable of interacting with various levels of personnel.

## **JOB PURPOSE AND RESPONSIBILITY:**

The purpose of this position is to oversee accounting and record keeping activities for AISD. This position is responsible for preparing numerous financial reports, maintaining the general ledger, and preparing journal entries and financial statements for the District in a timely and accurate manner.

## **ESSENTIAL FUNCTIONS:**

- Work extensively with independent and governmental auditors pulling records, and answering questions.
- Reconcile bank statements, record transactions and accruals, maintain and monitor the general ledger, and other related information.
- Investigate and provide information for requests from Open Records Requests, AISD departments, and administrators.
- Prepare and review reports and other documentation for propriety with timeliness, accuracy, and compliance with District, State, and Federal policies, laws, and regulations.
- Prepare or assist in the preparation of financial statements for Austin ISD administrators.
- Direct and ensure the maintenance of financial system security and data integrity.
- Evaluate and recommend improvements to financial system procedures.
- Work independently on special projects with minimal direction.
- Develop and conduct on-going systems training programs; update and modify such as necessary.
- Prepare-complex general ledger journal entries and approve the transactions as directed by the authorized supervisor.
- Assist in establishing accounting policies and procedures for the department.
- Assist in establishing and implementing staff training and development.

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- Audit financial data to ensure integrity, and perform necessary accounting functions to identify and correct discrepancies.
- Determine proper handling of financial transactions and approve transactions within designated limits.
- Support the Austin ISD Mission, Vision, Values, and Goals in the performance of daily activities.
- Perform special projects assigned by supervisors, including special reporting and development of accounting systems.
- Verify the accounts payable batches on a weekly basis.
- Review and file the reimbursement reports in TXUNP on a monthly basis.
- Reconcile all balance sheet accounts, including the Warehouse inventory on a monthly basis.
- Receive, address, and respond to correspondence and phone calls from teachers, principals, and other administrators, vendors and outside agencies, and organizations.
- 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:** May work prolonged or irregular hours; crowded or congested area, frequent districtwide travel, additional hours may be required to assist in meeting department and/or Austin ISD deadlines.

**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 & acknowledge the job description above.**

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Employee Signature:

Date: