

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	BD ACCOUNTANT III			PAY GRADE:	PRF 1
DUTY DAYS:	226	FLSA STATUS:	EXEMPT	DATE REVISED:	09/23/2025 HC
FUNDING SOURCE:	THIS POSITION IS BOND FUNDED.				

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in business, accounting or related field is required. Five (5) years of related experience is 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. Incumbent must have advanced knowledge of Microsoft Excel, Google Sheets and working knowledge with other Google Suite Applications In order to interact with various levels of personnel the Incumbent must be able to read, write, and converse fluently in English.

JOB PURPOSE AND RESPONSIBILITY:

This position oversees accounting and record keeping activities. The most difficult aspect of this position is applying the knowledge described above to daily work situations. The range of accounting requirements and the frequency with which they change can make it difficult to know how to interpret laws, regulations and policies and apply them to specific situations.

ESSENTIAL FUNCTIONS:

- Review reports and other documentation for propriety, timeliness, accuracy, and compliance with District, State, and Federal policies, laws, and regulations.
- Prepare or assist in preparation of financial reports for Austin ISD administrators' use in decision-making and review of operations.
- Assist in establishing accounting policies and procedures for the department.
- Perform miscellaneous tasks such as recording financial transactions, reconciling bank and investment accounts, balancing funds, and monitoring the general ledger.
- Assist in preparation of budgets.
- Assist in establishing and implementing staff training and development.
- Perform special projects assigned by supervisor, including special reporting, investigation requests and development of accounting systems.
- Provide information to Austin ISD personnel and outside organizations and agencies.
- Receive, address, and respond to verbal and written communications from teachers, principals, and other administrators, vendors and outside agencies and organizations.

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- 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 computer and peripherals

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Frequent moderate lifting and carrying (15 pounds)

Environment: Standard office setting, occasional prolonged hours; frequent districtwide travel

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

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Incumbent will receive general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to his or her discretion. Incumbent is expected to work with a reasonable degree of independence. Incumbent will have contact with other employees within the finance department, in addition to campus and department employees. Purpose of contact is to exchange information, coordinate activities, solve problems and negotiate solutions within Austin ISD policy guidelines.

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.

**Employee
Signature:**

Date: