

BEAUMONT INDEPENDENT SCHOOL DISTRICT

Job Description



JOB TITLE: Executive Director of Accounting & Compliance

CLASSIFICATION: Exempt

REPORTS TO: Chief Financial Officer

PAY GRADE: Choose pay category. Pay Grd /235 Days

LOCATION: Administration

DATE REVISED: 10/9/2026

PRIMARY PURPOSE:

Provides executive leadership for the District's accounting operations, financial reporting, audit coordination, regulatory compliance, and internal control functions. Serves as the District's primary authority on GASB standards, TEA requirements, federal grant compliance, and accounting principles, ensuring the integrity, accuracy, and regulatory soundness of all financial records and reports.

QUALIFICATIONS:

Education and Certification:

- Bachelor's degree in Accounting, Finance, or a related field required.
- Master's degree or CPA preferred

Experience:

- Minimum of five (5) years of progressively responsible experience in governmental accounting, financial reporting, or audit coordination.
- Prior supervisory experience required.
- Experience in a Texas school district or governmental entity strongly preferred

Knowledge and Skills

- Expert knowledge of GASB standards, governmental accounting principles, and fund accounting.
- Demonstrated experience with external audit coordination and regulatory compliance.
- Familiarity with TEA reporting requirements and federal grant compliance (EDGAR preferred).
- Strong analytical and written communication skills.
- Ability to translate complex regulatory requirements into actionable operational guidance

Supervised Departments

- Finance and Accounting
- Federal Programs

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Departmental Oversight

- Finance & Accounting — Directly supervise accounting staff and serve as the primary resource for all accounting questions and issues. Review journal entries prepared by accounting staff; create journal entries as needed and direct staff on entry and posting. Review financial reports, reconciliations, and supporting workpapers for accuracy

and compliance with applicable accounting standards. Ensure month-end and year-end close activities are completed accurately and on schedule.

- Federal Programs — Maintain active oversight of the Federal Programs department. Collaborate closely with the Director of Federal Programs on grant compliance, monitoring activities, and audit responses.
- Ensure financial compliance for all federal and state grant programs administered by the District, including but not limited to:
- Title I, Part A, Title I, Part C (Migrant), Title I, Part D, Subpart 2, Title II, Part A, Title III, Part A (ELA), Title IV, Part A, Perkins V, IDEA-B Formula, IDEA-B Discretionary Deaf, IDEA-B Preschool, Head Start, Child Nutrition-related federal funding, any other federal or state grant programs administered by the District
- File federal grant final reports and produce required grant reporting; coordinate with the Director of Federal Programs for program data and supporting information. Support state grant compliance and reporting in collaboration with the Director of Federal Programs. Ensure all federal and state grant activity meets applicable regulatory requirements, indirect cost rate provisions, and fund liquidation deadlines.

Accounting and Financial Reporting

- Direct all accounting functions of the District.
- Ensure accurate and timely production of monthly and annual financial statements.
- Oversee month-end and year-end closing processes.
- Coordinate preparation of the Annual Comprehensive Financial Report (ACFR) and all other required financial reports.
- Implement, monitor, and ensure compliance with current and emerging GASB standards

Audit & Regulatory Compliance

- Serve as the District's primary liaison with external auditors.
- Coordinate annual financial audits and all monitoring reviews.
- Ensure compliance with TEA requirements, federal grant regulations, and state financial reporting requirements.
- Monitor grant compliance and ensure timely and accurate grant reporting.
- Develop and maintain internal control systems; implement corrective action plans when deficiencies are identified.
- Produce depreciation schedules and fixed assets reports required for the annual audit; coordinate with the Purchasing department which maintains the physical fixed assets records

Revenue Planning & Long-Range Financial Strategy

- Support the CFO in revenue projection and long-range financial planning, including analysis of state funding formulas, property tax revenue, and other District revenue sources.
- Partner with the CFO on debt service planning and long-range capital financing strategy.
- Provide financial analysis to support long-range strategic planning initiatives at the request of the CFO.

Investments, Cash Management & Debt Service

- Serve as the District's secondary investment officer; maintain and monitor the investment portfolio in compliance with the Public Funds Investment Act and local investment policy.
- Ensure investment activity is reported accurately and timely as required by state law and Board policy.
- Oversee monthly reconciliation of District bank accounts and other cash management functions.
- Ensure accurate accounting of all debt service obligations and bond-related transactions.
- Participate in bond agent communications under the direction of the CFO; ensure bond payment activity is accurately recorded and reported.

Federal & Grant Reporting

- Coordinate preparation and submission of quarterly and final federal fund and grant reports in collaboration with the Director of Federal Programs, covering but not limited to Title I (Parts A, C, D Subpart 2), Title II Part A, Title III

Part A, Title IV Part A, Perkins V, IDEA-B (Formula, Discretionary Deaf, Preschool), Head Start/Child Nutrition-related federal funding, and any other federal or state grant programs administered by the District.

- Monitor federal grant fund liquidation deadlines and indirect cost rate application across all federal grant programs.
- Support state grant compliance and financial reporting in collaboration with the Director of Federal Programs.
- Ensure all federal and state financial reporting meets applicable deadlines and regulatory requirements

Student Activity Funds

- Oversee accounting for District student activity funds; ensure accurate recordkeeping and compliance with TEA requirements.
- Supervise the Special Projects Accountant position responsible for student activity fund administration (currently vacant).

Standards Interpretation & Policy

- Interpret and implement changes in accounting standards and regulatory requirements.
- Ensure compliance with Board policies and financial procedures related to accounting and reporting.
- Serve as the District's authoritative voice on financial coding, classification, and accounting treatment.
- Advise the CFO and District leadership on regulatory changes affecting financial operations

Functional Authority

Provides District-wide functional direction regarding:

- Accounting standards and GASB implementation
- Financial reporting accuracy and timeliness
- Audit findings and corrective action
- Internal controls
- Financial coding and classification
- Grant and federal compliance requirements
- State grant compliance and reporting
- State and TEA reporting requirements
- Debt service accounting and bond-related reporting

The Executive Director of Accounting & Compliance has the authority to direct changes to accounting practices, financial coding, reporting procedures, and compliance-related processes across all District departments when deficiencies, audit findings, or regulatory requirements necessitate action. All departments are expected to implement corrective actions and procedural changes as directed, regardless of whether the change originates within their department or is identified by the Executive Director of Accounting & Compliance

SHARED LEADERSHIP MODEL

Shared Leadership Model

The Executive Director of Financial Operations & Strategy and the Executive Director of Accounting & Compliance shall operate within a shared leadership model. Each executive maintains authority within their assigned functional areas while collaborating on matters that cross organizational boundaries. Employees shall have one administrative supervisor; however, both executive directors may provide functional direction within their respective areas of responsibility. In the event of conflicting priorities or direction, the Chief Financial Officer shall serve as the final decision-making authority.

Performance Indicators

- Clean external audit results
- Accurate and timely financial reporting
- Full compliance with state, federal, and TEA requirements
- Timely completion of the ACFR and all required submissions
- Successful implementation of GASB requirements
- Effectiveness of internal controls

- Audit finding resolution timeliness

WORKING CONDITIONS:

Mental Demands

- Maintain emotional control under stress.
- Work with frequent interruptions
- Protracted or irregular hours of work

Physical Demands

- Light lifting, light carrying, reaching above shoulder, use of fingers, repetitive hand motions; frequent bending and stooping
- Prolonged use of computer

Environmental Demands

- Normal office environment

The above statements describe the general purpose and responsibilities assigned to the job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Approved by Immediate Supervisor:	Date:
Reviewed by HR Director:	Date:
Received by Employee:	Date:

The Beaumont Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities that it operates and is an equal opportunity employer.