



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Manager, Accounting & Special Revenue **Salary Block:** Administrative Professional
Pay Grade 6

Reports To: Chief Financial Officer **Wage/Hour Status:** Exempt

Terms of Employment: 226 Days

Minimum Qualifications:

- Bachelor's degree in Business Administration, Accounting or related field
- Master's degree, preferred
- Three (3) years of professional experience in state and/or local government/public education accounting and/or audit and financial management
- Experience in Texas public school district finance and compliance strongly preferred
- Certified Public Accountant (CPA) or TASBO certification, preferred
- Supervisory experience, preferred

Special Knowledge/Skills:

- Knowledge of budgeting, accounting systems, payroll, and financial reporting
- Ability to implement software, write procedures, and train staff
- Strong organizational, communication, and interpersonal skills
- Strong initiative and problem-solving ability
- Knowledge of Texas Education Agency (TEA) Financial Accountability System Resource Guide (FASRG).
- Experience with federal compliance regulations such as EDGAR, OMB Uniform Guidance, and Single Audit requirements.
- Strong knowledge of GASB, governmental or institutional accounting preferred.
- Advanced knowledge of state and federal grant program accounting requirements
- Ability to work with numbers in an accurate and rapid manner to meet established deadlines
- Experience preparing schedules and supporting documentation for annual external audits
- Ability to utilize the district software for retrieval of information and preparation of reports.

Primary Purpose:

Manage district accounting, fiscal reporting, campus activity funds, and grant compliance to ensure maximum services for the resources available. Provide accurate accounting information and reports to district leadership, auditors, granting agencies, and other stakeholders. Serve as the primary administrator for campus activity accounts, implementing a districtwide digital process for collections and enforcing procedures to prevent fraud. Oversee and manage all financial aspects of SBITAs and lease arrangements in compliance with GASB.

Performance Responsibilities and Duties:

Financial Grant Management

1. Provide guidance on financial aspects of grants that are awarded to the school district, including setup of budget, collection of financial auditable documentation, and closure of the grant.
2. Perform analytical reviews of all district grants to ensure spending is within grant guidelines and assist in preparing year-end audit schedules and questions regarding grant activity and reporting.
3. Prepare monthly reconciliations on all district grants, request monthly drawdowns, and prepare and submit all financial reports for grants.
4. Work cooperatively with grant administrators and granting agencies to prepare grant budgets, communicate the financial status of grant on a timely basis and to ensure maximum use of grant funds.
5. Create, review, and approve journal entries prepared by department personnel.
6. Serve as liaison between the Accounting Department and campuses/budget authorities/grant administrators/granting agencies.
7. Develop custom reports to extract needed financial data.
8. Assist in analysis of financial data and accounting problems.
9. Update and maintain general ledger accounts and prepare adjusting journal entries as needed.

Special Revenue Accounts

10. Create, monitor, and implement district guidelines and procedures for special revenue funds from local sources, which include fundraisers, activity accounts, and scholarship funds to strengthen internal controls and reduce fraud risk.
11. Provide campus sponsors, which may include coaching staff, UIL sponsors, CTE teachers, or teacher leads, with training on allowable activities related to fundraising.
12. Collaborate with district departments, including the Technology Department, on district required fees such as Chromebook usage fee, lost or damaged technology items, and library Book fees.
13. Implement and manage a district-wide digital process for the collection and receipting of money, reducing cash handling and improving transparency.
14. Provide campus and district clerical staff training to record all special revenue transactions, which may be part of a software, digital spreadsheet, and hard-copy records.
15. Assist with the administration of the district's online payment program through training, review and posting of transactions, and serving as a resource for campus personnel with troubleshooting and problem solving.
16. Ensure that adequate internal controls are maintained to minimize the risk of fraudulent activities related to special revenue and complete periodic campus visits.
17. Provide information to stakeholders on the financial separation of Parent-Teacher Organizations (PTOs).

Leases and Subscription-Based IT Arrangements (SBITAs)

18. Oversee and manage all financial aspects of the district's leases and subscription-based IT arrangements (SBITAs) in compliance with GASB
19. Review lease and subscription agreements to determine appropriate accounting treatment; ensure proper capitalization, amortization, and reporting.
20. Maintain lease and SBITA subledgers, reconcile balances to the general ledger, and prepare recurring journal entries and roll-forward schedules.
21. Develop and implement internal policies, procedures, and central tracking systems to ensure accurate financial reporting and audit readiness for leases and SBITAs.
22. Collaborate with district departments to capture all relevant lease and SBITA arrangements and ensure compliance with reporting requirements.
23. Support external auditors and prepare documentation, schedules, and reconciliations for financial statements and the Annual Comprehensive Financial Report (ACFR).

Records and Reports

24. Manages, trains staff, and implements the recording details of financial transactions in appropriate journals and subsidiary ledgers, maintains subsidiary accounts by verifying, allocating, and posting transactions.
25. Examines all computerized general ledger transactions for accuracy and makes corrections as required.
26. Manages the reconciliation of bank statements to cash balances on a monthly basis, working with district staff and bank officials to make inquiries and resolve discrepancies in account records.
27. Reviews and records transfers of funds between accounts as required.
28. Manages the annual audit by providing reports and obtaining requested documentation.
29. Prepares financial transactions in appropriate ledgers for posting and maintains accounts by verifying, allocating, and creating accounts.
30. Performs campus and department audits.

Other

31. Attend board meetings as needed.
32. Participate in professional development activities to maintain current knowledge of all duties, rules, regulations, and practices.
33. Ability to attend work on a regular and routine basis to avoid disruptions to district operations.
34. Support the goals and objectives of the school district and follows district policies.
35. Maintains a professional level of confidentiality concerning personnel and students.
36. Upholds and adheres to safety rules and policies of the Clint ISD safety program.

Supervisory Responsibilities:

Supervise and evaluate the performance of identified accounting staff.

Equipment Used:

Copier, calculator, computer, printer, fax machine, and other office machines.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions and prolonged use of computer. Heavy lifting or moving of supplies, boxes and equipment. Frequent district-wide travel and occasional statewide travel. Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually.

Evaluation:

Job performance will be evaluated annually in accordance with district policies and procedures.

Print Name

Employee's Signature

Date