



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Finance Specialist II - Accounting

Wage/Hour Status: Non-exempt

Reports to: Director of Finance

Pay Grade: PP07, 8h, 226 days

Dept./School: Business & Finance Division

Date Revised: July 2026

Primary Purpose:

Perform a broad range of financial operations functions, including bookkeeping, cash handling, accounts receivable processing, and maintenance of District financial records. Record and reconcile daily banking activity, prepare journal entries, and support accurate financial reporting. Create requisitions and process purchases for capital project FF&E (Furniture, Fixtures, and Equipment) items. Research financial and accounts payable inquiries, identify discrepancies, and provide timely resolutions while ensuring compliance with District policies and procedures. Support campus and department stakeholders by responding to payment-related questions and assisting with financial transaction processing.

Qualifications:

Education/Certification:

High school diploma or equivalent
Business related training (e.g., TASBO coursework) - preferred

Special Knowledge/Skills:

Knowledge of basic accounting procedures, especially as related to governmental accounting
Ability to use personal computer and software to develop spreadsheets, databases and do word processing
Proficient in keyboarding, 10-key numerical data entry, and file maintenance
Ability to communicate effectively

Experience:

Three years' business-related experience, preferably in Texas school finance; - preferred
Working knowledge of general ledger financial systems; Frontline - preferred

Major Responsibilities and Duties:

Accounting

1. Maintain complete and systematic records of assigned district financial transactions.
2. Verify and record details of financial transactions in appropriate journals and subsidiary ledgers and transfer subsidiary account summaries to general ledger.
3. Balance general ledger and subsidiary accounts by reconciling entries.
4. Examine general ledger transactions for accuracy; make corrections as needed and inform supervisor of problems.
5. Compute and record cash receipt summaries and process for timely deposit including all accounts receivables such as cash, check, and credit card forms of payment. Verify deposits to ensure completeness and accuracy before depositing.
6. Balance bank transactions/and reconcile statements to resolve discrepancies in all activity accounts.
7. Request and manage change orders as needed for withdrawal and redeposit.
8. Transfer funds between accounts as directed by the Director of Finance.

9. Assist with preparation of financial statements, income statements, and cost reports to reflect financial condition of district and help prepare financial statements and budget amendments for presentation to board.
10. Compile, maintain, and file all reports, records, and other documents as required (Envision).
11. Reconcile RevTrak activity weekly and record in the general ledger.
12. Process requisitions for capital projects FF&E items and Debt Payments.

Other

13. Maintain confidentiality.
14. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

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 mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

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

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit- based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding.

Employee Name (please print)

Date

Employee Signature

Badge #