POSITION TITLE: Accountant Team Leader (Construction)

CONTRACT LENGTH: 12M

DATE: 04/30/09

DATE OF LAST REVISION: 03/01/18

JOB CODE: FA0025

PAY GRADE: 29

FLSA EXEMPTION STATUS: E

Job Family – Finance & Accounting

JOB SUMMARY
Serves as the accounting team leader in support of more senior management, but most of time is spent performing many of the same duties as those being supervised. Regularly provides functional and technical advice to accountants and accounting/budgeting clerks. Responsible for significant aspects of project accounting for specialized projects of moderate size, risk, and complexity. Examines accounting documents for accuracy and ensures compliance with policies and procedures and accounting standards. Prepares accurate monthly financial reports and accounting summaries.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first

1. Compiles financial information and prepares budget/financial reports for internal and external recipients. Maintains and monitors construction budget and ensures expenditures are accurately classified and funds are properly utilized. Resolves budgetary issues.

2. Utilizes technology resources to improve efficiencies and provide ad hoc reports for internal and external customers.

3. Maintains and reconciles balance sheets and/or general ledger accounts. Prepares and analyzes monthly journal entries and reports.

4. Compiles financial data and assists in the preparation of the comprehensive annual financial report.

5. Communicates with campus and department employees, vendors, and government agencies regarding budgets, purchase order status, and cost allocations.

6. Assists management in providing direction to other employees in the department.

7. Performs other job-related duties as assigned.
**Houston Independent School District**

**Job Description**

**EDUCATION**
Bachelor's Degree in Accounting or Finance

**WORK EXPERIENCE**
3 to 5 years
Construction experience with school or building improvements is strongly preferred.

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
- Microsoft Office
- High proficiency in using macros and pivot tables
- Office equipment (e.g., computer, copier)

**LEADERSHIP RESPONSIBILITIES**
Work Leadership. Regularly provides project management or team leadership to a group of two or more employees, but does not have formal supervisory responsibility. Leading and directing typically involves monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of same duties they are leading.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

**BUDGET AUTHORITY**
Compiles and organizes data and figures.

**PROBLEM SOLVING**
Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

**IMPACT OF DECISIONS**
Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

**COMMUNICATION/INTERACTIONS**
Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.

**CUSTOMER RELATIONSHIPS**
Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
Ability to carry and/or lift less than 15 pounds.