



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

Special Revenues Fund Accountant

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Reports to:	Special Revenue and Program Reporting Manager
School/Department:	Financial Services Division
Pay Grade:	Administrative Management/AM3
Work Days:	226
Wage/hour status:	Exempt
Created/revised:	May 2026

Primary Purpose:

The Special Revenues Fund Accountant is responsible for maintaining the District's general ledger through accurate preparation of accounting entries, preparation of bank reconciliations, preparation of grant drawdowns and budget uploads, and assisting with fixed asset accounting.

Qualifications:

Education/Certification:

- Bachelor's degree in Accounting from an accredited college or university recognized by the US Department of Education

Special Knowledge/Skills:

- Knowledge of the Texas Education Agency's Financial Accountability System Resource Guide, governmental accounting, Generally Accepted Accounting Principles and Practices (GAAP)
- Knowledge of purchasing and accounting terms
- Skill in interpreting the application of law and regulations pertaining to the financial records maintained
- Skill in analyzing financial transactions and applying appropriate resolution to problem situations
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS preferred), and web-based data management systems
- Skill in mathematical calculations, data entry, and ten key calculator
- Skill in detailed numeric/clerical work and processing high volume transactions
- Ability to oversee large production budgeting and work assignments and training District bookkeepers
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, District officials and employees, co-workers, grantors, and outside organizations.

Experience:

- Two years finance or accounting
- School district or closely related industry preferred



Major Responsibilities and Duties:

Special Revenue Accounting

1. Maintain complete and systematic records of assigned grant fund accounts.
2. Assist Special Revenue and Program Reporting Manager by reviewing and /or preparing budgets and budget amendments for applicable special revenues that have applications, spending restrictions/guidelines, time constraints and reporting requirements as defined by the Grantors.
3. Analyze the general ledger for all assigned special revenue funds for accuracy and budget variances, in completing monthly drawdowns in the TEA Login system.
4. Review supplemental pay requests for appropriateness and budgetary issues.
5. Assist in the proper coding and timely request of all applicable special revenue fund financial advancements/reimbursements.
6. Prepare journal entries as needed to record accounting transactions for all special revenue funds.
7. Coordinate with District state and federal grant managers to ensure the timely entry or approval of requested budget transfers and amendments, or expenditure reclassifications.
8. Assist campus and department personnel in the analysis of new local grant guidelines to determine the proper treatment of local special revenue funds.
9. Assist the Budget and Accounting Department in the set up and maintenance of general ledger segments, as well as general ledger account codes in the financial system.
10. Assist the Special Revenue and Program Reporting Manager in ensuring that all account codes are set up according to FASRG and the PEIMS guidelines.
11. Assist the Special Revenue and Program Reporting Manager in preparing and presenting training to the District office professionals in order to facilitate continuous improvement regarding special revenue funds.
12. Perform assigned duties for year-end close and accrual.

Fixed Assets

1. Assist with controllable and capital asset purchases to make sure they are coded and tagged according to District Policy.
2. Assist with maintaining accurate recording of assets in Asset Management and ERP system.
3. Assist with the annual District controllable and capital asset audit.
4. Assist with training and guidance to the asset custodians and budget managers.

Accounting and Financial Reporting

1. Assist with the reconciliation of District bank accounts on a timely basis using JP Morgan Chase ACCESS internet banking system. Prepare correcting entries as necessary.
2. Assist with the reconciliation of the District general ledger accounts monthly and prepare correcting entries as necessary.
3. Assist in the preparation of year-end closing schedules and workpapers for the annual financial audit.
4. Prepare and/or enter journal entries as required.
5. Provide backup for posting batches and cash receipts.
6. Assist with reviewing and allocating the monthly bank fees.
7. Periodically assist with the Accounts Payable check run process.
8. Perform other duties as assigned by the Assistant Director or the Director of Accounting and Financial Reporting



Policy, Reports, and Law

1. Compile, maintain and file all reports, records and other documents required as assigned.
2. Comply with policies established by federal and state law, State Board of Education rules, TEA, and local board policy.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and outside agencies and organizations.
2. Effectively communicate with Accounts Payable Department, Payroll Department, Budget Department, Purchasing Department, and other District personnel.
3. Provide outstanding customer service.
4. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, vendors, and outside agencies and organizations.

School/Organizational Climate

1. Promote a positive image that supports the vision and mission of the District.
2. Demonstrate effective interpersonal skills in relating to and communicating with District personnel.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Financial Services Division.
2. Support the District and Financial Services Department through strong work ethic and punctual attendance.
3. Attend professional growth activities to maintain awareness of current research and related issues, including technology integration, and remain current on new and emerging technologies.
4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
5. Attend meetings as required
6. Maintain an organized work environment
7. Maintain a professional appearance
8. Adaptable to new procedures and changes
9. Perform other duties as assigned

WORKING CONDITIONS:

Work is performed in a climate-controlled office environment not readily accessible to the general public. This position requires a strong work ethic and characteristics supportive of collaborative work efforts in a collegial and fast-paced atmosphere.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Occasional prolonged and irregular work hours

Occasional travel outside of school district boundaries

Workload is deadline drive and must be able to meet ongoing deadlines

Prolonged use of equipment and computer with repetitive hand motions

Requires performing tasks including standing, walking, bending, stooping, and sitting

Frequent contact with community and/or other district/campus employees



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Work location assigned requires physical presence in office
Daily attendance and punctuality are essential functions of the job

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.

Approved by _____ Date _____

Reviewed by _____ Date _____