



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Operational Support Services Accountant

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Reports to:	Chief Financial Officer/Associate Superintendent of OSS
School/Department:	Operational Support Services
Pay Grade:	Administrative Management/AM3
Work Days:	226
Wage/hour status:	Exempt
Created/revised:	August 2026

Primary Purpose:

Provide accounting, financial analysis, procurement, contract administration, and support for the Operational Support Services Division and its multiple operational sites. Assist district leadership by developing, analyzing, and reporting financial and operational information necessary for strategic planning, resource allocation, budgeting, and informed decision-making. Coordinate purchasing and contract processes, monitor departmental expenditures, maintain financial records within district systems, and support continuous improvement of business operations and internal controls.

Qualifications:

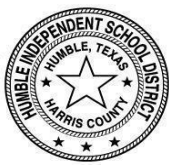
Education/Certification:

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

Special Knowledge/Skills:

- ☐ Knowledge of TEA Financial Accountability System Resource Guide, governmental accounting, and Generally Accepted Accounting Principles (GAAP) and practices
- ☐ Knowledge of educational or governmental bookkeeping
- ☐ Knowledge of budgetary principles and practices
- ☐ Skill in accounting such as reconciliation, journal entries, account balance, and reporting
- ☐ Skill in analyzing financial activities and applying appropriate resolution to problem situations
- ☐ Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS & program management software 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 accounting and work assignments and training staff
- ☐ 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, vendors, and outside organizations.

Experience:



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- ☐ Three years of progressively responsible experience in accounting, financial analysis, budgeting, purchasing, contract administration, or governmental finance. Preferably providing accounting services over multiple large base sites.
- ☐ School district or closely related industry preferred

Major Responsibilities and Duties:

Multiple-Site Based Operational Accounting

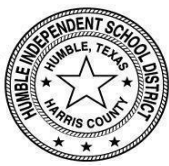
1. Provide financial analysis, budget monitoring, and decision-support information for Operational Support Services Departments, including Maintenance and Operations, Transportation, and other assigned areas.
2. Prepare, analyze, and distribute routine and special financial reports, projections, forecasts, and expenditure analyses for district leadership.
3. Monitor departmental budgets, expenditures, encumbrances, and available balances to ensure compliance with district policies and budgetary requirements.
4. Coordinate the procurement process by obtaining vendor quotations, reviewing purchasing documentation, and assisting departments with purchase requisitions and purchase orders.
5. Monitor and reconcile blanket purchase orders and other purchasing transactions to ensure timely utilization, accurate accounting, and compliance with district purchasing procedures.
6. Coordinate with vendors, district staff, and purchasing personnel to facilitate contract preparation, review, execution, and entry into district financial systems.
7. Maintain contract records and monitor contract expiration, renewal, and compliance requirements.
8. Review financial and operational information for accuracy, completeness, and consistency and assist departments in resolving discrepancies.
9. Develop, document, and recommend procedures and internal controls designed to improve operational efficiency, financial accountability, and compliance.
10. Analyze departmental spending patterns, operational trends, and financial data and provide recommendations to support effective resource allocation and decision-making.
11. Assist departments with receiving documentation, invoice processing, account coding, and reconciliation activities as needed.
12. Maintain accurate financial records within Tyler Munis and other district systems.
13. Assist with budget preparation, financial audits, annual financial reporting, and other accounting functions as assigned.
14. Prepare supporting documentation and financial information for Board agenda items, administrative reports, and presentations.
15. Collaborate with Financial Services, Budget, Purchasing, Accounts Payable, Internal Audit, and department personnel to ensure accurate and timely financial operations.
16. Provide training and guidance to department personnel regarding purchasing procedures, financial processes, account coding, contract administration, and district financial requirements.
17. Participate in special projects, operational reviews, and process improvement initiatives as assigned.

Policies, Reports and Law

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

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor and other District personnel.
2. Effectively communicate with Contractors, Vendors, Accounts Payable, Budget, and Finance Departments, and other District personnel.



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3. Effectively communicate with external auditors during annual audit process.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the CFO and Associate Superintendent of OSS.
2. Support the Operational Support Services Division and Financial Services Division 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

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

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

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 _____