



ACCOUNTANT, FINANCE TRAINER

Rev. July 2025

Job No.: 3102

Reports to: Executive Director, Financial Services

Dept./Campus: Financial Services

FLSA Status: Exempt

Pay Grade: 301

Term: 226 Days

PRIMARY PURPOSE

To deliver high quality training, customer service, and support for campus administrative assistants/bookkeepers and principals in finance and accounting content area to ensure compliance with local, state, and federal policies.

MAJOR RESPONSIBILITIES AND DUTIES

- Provide individualized and/or group training to campus/department administrative assistants and bookkeepers on financial procedures, including cash handling, general ledger accounting; procurement; accounts payable; budget revisions/amendments; campus and student activity funds; fundraising procedures; pro-card allocation/reports; sales tax reports; bank reconciliation; MySchool Bucks online sales store, and other accounting content areas.
- Collaborate with campus leadership and staff to identify training, learning, and support needs of administrative assistants/bookkeepers to ensure complete and accurate campus financial records in accordance with established procedures.
- Create effective working relationships with budget managers and campus/district staff facilitating their success in performing finance work and providing guidance on sources/uses of funds as well as correct transaction coding.
- Supports campus-based general funds, special revenue funds, and activity funds management, including support for the financial software products, including financial ERP system, EPES, MySchool Bucks, SmartData online, and JP Morgan Access.
- Assists with development of MUNIS training manuals for users and coordinate training sessions for campus/department staff and Financial Services staff.
- Serves on interview panels, as required Finance liaison, for purposes related to hiring of individuals in a financial capacity, including campus/department administrative assistants and bookkeepers.
- Serves as the district contact for sales tax inquiries specific to campus activity funds.
- Promptly responds to calls from campuses and satisfactorily addresses the queries and requests.
- Assists with development, revision, and update of Standard Operating Procedures for financial activities.
- Assist with analysis of accounting transactions/data using ERP software.
- Provides opportunities for professional development, procedural updates, and general assistance to accounting technicians within the Financial Services department.
- Perform routine bookkeeping or accounting functions.
- Provide assistance to campuses regarding activity funds.
- Perform monthly reconciliation of revenues and expenditures for activity accounts.
- Troubleshoot issues/errors related to activity funds; help ensure proper budget code usage.
- Provide support to accounting through research and troubleshooting.
- Monitor multiple budgets, fiscal resources, or district-wide assets.
- Perform duties in compliance with District policies, state, and federal regulations.
- Assist with writing and training of business policies and procedures.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.



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SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree from an accredited university in Accounting or related field.
- Experience in Texas school district accounting and/or governmental accounting. Experience in writing and training in business procedures. Preferred experience with financial ERP system, MySchool Bucks.

Knowledge/Skills/Abilities:

- Knowledge of accounting procedures; Microsoft Windows, Microsoft Office products specifically Excel, Word, Power Point; governmental accounting and fund accounting; school district account code system; and Texas Education Agency Financial Accountability School Resource Guide (FASRG).
- Skill in problem solving/research; analytics; organization; mathematical calculations; attention to detail; customer service; effective written and oral communication; and public speaking.
- Ability to have patience and courtesy with all trainees; perform a bank reconciliation; effectively train others in business operations practices; and manage multiple priorities and prioritize projects

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.