



LIBERTY HILL ISD

Office of Human Resources

Job Description: Accountant

Job Title: Bond Accountant

FLSA: Exempt

Reports to: Director of Finance

Funding Source: Local

Dept/Campus: Business & Financial Services

Pay Grade: 602

Date Revised: August 2025

Service Calendar: 226

PROFILE OF A LIBERTY HILL EDUCATOR

Liberty Hill ISD Educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

PRIMARY PURPOSE

Perform advanced accounting, reconciliation, reporting, and compliance tasks related to construction, bond projects, and capital outlay. Ensure financial integrity and transparency of bond fund management through accurate documentation, reporting, and collaboration with internal and external stakeholders.

QUALIFICATIONS

Education/Certification

- Bachelor's Degree in Accounting
- TASBO Certification preferred.
- May substitute years of experience in school district Budget/Finance for Bachelor's degree.

Knowledge/Skills/Abilities

- Strong understanding of governmental accounting principles (GASB)
- Knowledge of capital project budgeting and tracking
- Ability to reconcile accounts and manage complex, multi-year funds
- Strong attention to detail, organization, and follow-through
- Effective communicator with internal and external stakeholders
- Skilled in creating and interpreting financial reports



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- Effective organizational, communication, and interpersonal skills.

Experience

- Minimum 3 years of experience in school district finance, governmental accounting, or construction project accounting
- Proficient knowledge of Skyward Accounting Software.
- Familiarity with fixed assets and public procurement preferred

MAJOR RESPONSIBILITIES AND DUTIES

Bond Accounting

- Maintain accurate records for all construction projects and bond-funded expenditures
- Track budgets by bond series and project; ensure alignment with voter-approved uses
- Monitor bond project timelines for alignment with project cash flows and funding availability
- Coordinate, process, and track FF&E purchases in coordination with the Purchasing and Construction department
- Review and record contracts, purchase orders, and change orders for financial impact
- Process bond budget transfers as necessary for projects
- Prepare recurring and ad-hoc financial reports for internal departments and leadership
- Reconcile project financials with the general ledger and resolve discrepancies
- Provide data for audits and assist with audit schedules and financial statements
- Support the Director of Finance in debt service tracking and financial disclosures

Compliance and Reporting

- Monitor expenditures to ensure legal and financial compliance
- Assist in filing state-required financial reports related to bond activity
- Help ensure construction and purchasing documentation aligns with accounting practices

Construction Coordination (as applicable)

- Communicate and work closely with the Construction department for coordination of all bond-funded projects.
- Review and reconcile construction pay applications and vendor invoices after review from the Construction team.

Other duties



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- Engage in cross-training and professional development
- Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements.
- Assign work to the accounting clerk and other employees engaged in accounting activities.

SUPERVISORY RESPONSIBILITIES

- None

MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS

- 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.

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.

Employee Name (printed): _____

Employee Signature: _____ Date: _____