

JOB TITLE: Senior Accountant

STATUS: Exempt

REPORTS TO: Director of Accounting

TERMS: 230 Days/Non-Contract

DEPARTMENT: Business Services

PAY GRADE: AP103

PRIMARY PURPOSE:

Responsible for overseeing the District's accounting activities, providing crucial support to the Director of Accounting, and implementing sound accounting practices to ensure the smooth operation of the business office. Proficient in resolving intricate accounting system issues, particularly those that are unique or non-recurring in nature.

QUALIFICATIONS:

Education:

Bachelor's Degree from an accredited university in accounting or related field
TASBO or Certified Public Accountant (CPA) certification, preferred

Special Knowledge/Skills:

Strong knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)
Knowledge of TEA's Financial Accountability System Resource Guide (FASRG)
Knowledge of the MUNIS software system (preferred)
Proficient Excel user

Experience:

Minimum of five years of experience in accounting or auditing
Three years of experience in a school district or government entity, preferred
Two years supervisory or management experience, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Oversee the district's accounting activities and coordinate various fund types, including the general fund, food service fund, debt service fund, student, and campus activity funds, among others. Responsibilities encompass preparing and approving accounting/budget entries, generating monthly, quarterly, and annual financial reports, and offering support and guidance on accounting inquiries.
2. Conduct monthly reviews of general ledger accounting activities, such as preparing and posting journal entries, collating financial data for external audits, and reviewing vendor statements. Ensure accuracy in the general ledger, including deferred and prepaids, expenditures and revenues, capital assets, leases, and subscription-based information technology agreements (SBITAs).
3. Develop and implement procedures to streamline accounting transactions, including process automation. Post journal entries to the general ledger and transmit positive pay files to the depository bank.
4. Provide accounts payable support to campuses, departments, and vendors. Tasks include analyzing invoice discrepancies, approving reimbursement requests, and conducting training sessions for District personnel on accounting and accounts payable processes.
5. Prepare PEIMS reports regarding financial data for submission to the TEA, resolving fatal and special warnings, and verifying data accuracy against the adopted budget and audited financial reports.
6. Analyze expenditures to ensure compliance with federal, state, and local mandates. Facilitate external auditors during the district's annual financial audit and other agency audits by providing necessary financial information.

7. Review and approve inventory, capital assets, leases, and SBITAs accounting. Coordinate the annual physical count of food service and warehouse inventory, ensuring accuracy in capitalization thresholds, disposals, retainage, and construction in progress (CIP).
8. Generate various financial reports including Medicaid Administrative Claiming (MAC), School Health and Related Services (SHARS) report, Title I Comparability, Maintenance of Effort (MOE), Indirect Costs, and Interim Monthly Financial Report. Additionally, compile TASBO award submissions and update department webpages to comply with Texas Comptroller's Transparency Stars requirements.
9. Stay informed on federal, state, local, and district policies and regulations, including GASB statements. Facilitate effective communication with business services staff, district personnel, vendors, and relevant service personnel.
10. Respond promptly to internal and external inquiries, resolving issues or disputes diplomatically to ensure a positive customer experience.
11. Foster an environment of continuous improvement by regularly reviewing and recommending changes to processes and procedures. Develop electronic workflows to reduce paper usage and increase efficiency, while maintaining updated business services manuals and forms.
12. Maintain confidentiality of department information.
13. Perform any other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

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, frequent keyboarding, and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (15-45 pounds).

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understand the responsibilities and duties of this position as outlined above.

Printed Name

Signature

Date