

## Pflugerville Independent School District - Job Description

<b>Job Title/Position:</b>	Federal Programs Accountant	<b>Department/School:</b>	Finance
<b>Pay Information:</b>	Organizational Leadership Compensation Plan	<b>Supervised By:</b>	Assistant Director of Accounting & Cash Management
<b>FLSA:</b>	Exempt	<b>Date Revised:</b>	June 2026

**Primary Purpose:**

Provide accounting and financial support for federal, state, and local funds by managing grant-related financial activities, preparing expenditure reports and bank reconciliations, maintaining accurate financial records, and ensuring compliance with applicable laws, regulations, and district policies. Support district and campus staff through training, technical assistance, and collaboration with the Federal & State Programs Department.

**Qualifications (Experience / Education / Certification):**

Bachelor's degree in Accounting, Business Administration or related field and experience equivalent to two years of accounting work or school district accounting experience equivalent to two years of accounting work.

**Major Responsibilities:**

1. Reconcile and file expenditure reports for federal, state, and local grants and assists with MAC and SHARS reports.
2. Oversee the day-to-day processing of financial activity for federal, state, and local grant fund accounts.
3. Prepare periodic reports for various funds, including all grants and general fund.
4. Work collaboratively with the Federal & State Programs Department to support grant compliance, financial reporting, and budget monitoring.
5. Prepares and completes monthly bank reconciliations, researches and resolves discrepancies, and maintains accurate supporting documentation for all assigned accounts.
6. Prepare journal entries to record transactions to the general ledger.
7. Provide financial accounting training and support to district and campus staff to ensure compliance with district procedures and accounting practices.
8. Provide technical support to campus/department bookkeeping staff.
9. Comply with policies established by federal and state law, including but not limited to State Board of Education and local Board policy.
10. Foster positive morale by participating in team building activities and the decision-making process.
11. Perform other duties as assigned.

**Special Knowledge/Skills:**

- Knowledge of Generally Accepted Accounting Principles (GAAP) and governmental fund accounting.
- Knowledge of TEA accounting and reporting guidelines.
- Knowledge of budgeting principles and practices.
- Knowledge of district policies and procedures.
- Skill in communicating effectively with others.
- Skill in preparing accounting reports of considerable complexity.
- Skill in evaluating accounting problems, developing pertinent data, and recommend improved procedures.
- Skill in researching and analyzing data and reports.
- Skill in ability to prioritize and organize work responsibilities effectively.
- Skill in working in collaborative team-based environments.

**Supervisory Responsibilities:**

None; however, may provide guidance or direction to accounting associates, administrative associates, and accounting assistants.

**Working Conditions (Mental Demands / Physical Demands / Environmental Demands):**

Prolonged use of computer; must be able to push, pull, lift, and/or carry at least 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_