

Pflugerville Independent School District - Job Description

Job Title/Position:	Bond/Fixed Asset Accountant	Department/School:	Finance
Pay Information:	Organizational Leadership Compensation Plan	Supervised By:	Assistant Director of Accounting & Cash Management
FLSA:	Exempt	Date Revised:	June 2026

Primary Purpose:

Perform professional accounting work to support the District's financial operations through the monitoring, reconciliation, and reporting of bond funds, fixed assets, leases, and other assigned accounts. Ensure the accuracy and integrity of financial records by preparing reconciliations, journal entries, and financial reports; maintaining compliance with applicable accounting standards, laws, regulations, and Board policies; and providing accounting guidance and support to district and campus staff.

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. Monitor, reconcile, and report bond program expenditures to ensure proper use of bond proceeds and compliance with legal, accounting, and reporting requirements.
2. Track, reconcile, and report District fixed assets including depreciation calculations to ensure accurate financial reporting and regulatory compliance.
3. Prepares and completes monthly bank reconciliations, researches and resolves discrepancies, and maintains accurate supporting documentation for all assigned accounts.
4. Prepare periodic reports for various funds, including general fund and bond funds.
5. Review and approve purchase order, invoice requests, and deposits for various funds.
6. Track and maintain Subscription-Based Information Technology Arrangements (SBITAs) and lease agreements, ensuring accurate calculation and reporting of related liabilities, receivables, and required disclosures for annual financial reporting.
7. Provide financial accounting training and support to district and campus staff to ensure compliance with district procedures and accounting practices.
8. Prepare journal entries to record transactions to the general ledger.
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: _____