

Pflugerville Independent School District - Job Description

Job Title/Position:	Staff 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:

Performs various accounting activities. Reviews and approves campus/department financial transactions. Supports campus/department bookkeeping personnel with accounting and banking issues. Prepares journal entries and budget changes. Assists with preparation of annual audit. Communicates and collaborates with department staff to enhance service to the district staff. Oversees campus and department trainings. Oversees Campus Support for all accounting transactions including general fund and activity fund accounting for all campuses.

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. Oversee district and campus financial accounting trainings.
2. Review and approve payment vouchers, purchase orders, and deposits for various funds.
3. Provide technical support to campus/department bookkeeping staff.
4. Prepare journal entries to record transactions to the general ledger.
5. Prepare periodic reports for various funds, including general fund, and activity funds.
6. Process banking and investment transactions and perform bank reconciliations.
7. Reconcile and file expenditure reports for general fund or campus activity fund expenditures.
8. Process IRS 1099 forms, distribute, and mail to applicable vendors.
9. Process and coordinates Unclaimed Property reporting and remittance in compliance with state regulations.
10. Annually perform the following tasks, as required: assist in the preparation of the annual budget and gather statistical data for the COO; prepare records and schedules for monthly and annual financial statements; assist with annual financial audit and Finance PEIMS submissions.
11. Oversee the day-to-day processing of elementary and secondary transactions.
12. Foster positive morale by participating in team building activities and the decision-making process.
13. Comply with policies established by federal and state law, including but not limited to State Board of Education and local Board policy.
14. 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 state sales tax reporting laws and regulations.
- Knowledge of various IRS reporting guidelines- 1099, travel, payment of services.
- 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: _____