

Pflugerville Independent School District - Job Description

Job Title/Position:	Assistant Director, Accounting and Cash Management	Department/School:	Finance
Pay Information:	Organizational Leadership Compensation Plan	Supervised By:	Executive Director of Finance
FLSA:	Exempt	Date Revised:	May 2024

Primary Purpose:

Coordinates the cash management, investment portfolio, collateral oversight, other treasury and cash flow functions for the district. Oversee and manage the accountants and accounting assistants. Prepare for review, approval, and distribution of financial reports and statistical data.

Minimum Qualifications (Experience / Education / Certification):

Bachelor's degree in Accounting, Business Administration or related field and three years of related experience; or Associate's degree in Accounting, Business Administration or related field and five years experience in accounting or school district accounting; and, at least three years of supervisory experience.

Major Responsibilities:

1. Effectively oversee and manage the accountants and accounting assistants.
2. Prepare cash flow analysis and forecasts.
3. Analyze and forecast daily cash requirements.
4. Prepare cash receipts, disbursements, and journal entries for activity in the depository bank accounts and investment accounts
5. Optimize investment interest earning potentials and monitors compliance with the districts local and legal investment policies and serve as an investment officer for the district.
6. Manage the various contracts to preserve district funds including depository bank, armored car, and third party safe-keeping contracts.
7. Assist with preparation of required information for audits.
8. Maximize the use of electronic payment methods for district expenditures.
9. Oversee the district's purchasing card program; order purchasing cards
10. Maintain and monitor all bank and investment reconciliation.
11. Develop, revise, and update accounting guidelines and procedures.
12. Oversee Medicaid Reimbursement and School Health and Related Services (MAC and SHARS) programs for the district.
13. Provide analytical assistance, technical support, training and guidance to campus and department staff.
14. Comply with policies established by federal and state law, including but not limited to State Board of Education and local Board policy.
15. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
16. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and governmental fund accounting
- Knowledge of Public Funds Investment Act (PFIA)
- 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 preparing high level statistical data
- Skill in ability to prioritize and organize work responsibilities effectively
- Skill in high level use of Microsoft Excel including the understanding of pivot tables
- Skill in working in collaborative team based environments

Supervisory Responsibilities:

Accountants 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.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____