

Pflugerville Independent School District - Job Description

Job Title/Position:	Director of Accounting and Financial Services	Department/School:	Finance
Pay Information:	Organizational Leadership Compensation Plan	Supervised By:	Executive Director of Finance
FLSA:	Exempt	Date Revised:	September 2026

Primary Purpose:

Direct and oversee the District's accounting, budgeting, treasury, and financial reporting functions to ensure accurate financial records, effective budget management, and compliance with District policies and state and federal requirements. Supervise and develop accounting personnel, support budget development and financial analysis, manage treasury operations, monitor financial activities and reporting, provide fiscal guidance to departments, and lead continuous improvement of business operations and financial processes.

Minimum Qualifications (Experience/Education/Certification):

Bachelor's degree in Accounting, Business Administration, or a related field and at least five years of related experience; at least seven years of school business experience may substitute for the degree and experience requirements. TASBO certification, preferred.

Major Responsibilities:

1. Supervise, support, and evaluate accountants, accounting assistants, designated food service personnel, and other staff as assigned.
2. Coordinate the governmental fund accounting, school system's budget control, and internal auditing systems involving the application of general and specialized accounting principles.
3. Lead treasury operations, including cash flow planning, banking activities, investment monitoring, and account reconciliations, to safeguard District funds.
4. Prepare financial reports and analysis; monitor budget compliance; support departments with accounting procedures and records; and provide financial guidance for state, federal, and other funded programs.
5. Monitor all bank and investment reconciliations.
6. Prepare statistics for annual comprehensive financial report.
7. Review and submit budget and actual financial information through TSDS/PEIMS.
8. Assist Chief Financial Officer and Executive Director of Finance with the annual budget preparation.
9. Develop, revise, and update accounting guidelines, and procedures.
10. Analyze compliance of various aspects of the food service program, including financial operations, budget expenditures, revenue and expense activity, purchasing, and applicable program requirements; identify variances or compliance concerns and provide guidance and recommendations to ensure adherence to District policies, state & federal regulations, and program requirements.
11. Conduct needs assessments for improvement of district business operations.
12. Evaluate job performance of employees to ensure effectiveness; recruit, train and supervise personnel and make sound recommendations relative to personnel placement, retention, discipline, and dismissal.
13. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
14. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of advance techniques involving school finance, budgeting and accounting systems
- Knowledge of financial applications and accounting
- Knowledge of budgeting principles and practices
- Knowledge of district policies and procedures
- Knowledge of acceptable supervisory practices
- 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 interpreting, researching and analyzing data and reports
- Skill in working in collaborative team-based environments

Supervisory Responsibilities:

Accountants, Assistant Accountant, Food Service Records Specialist and other staff as assigned.

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

Maintain emotional control under stress; prolonged use of computer; occasional prolonged and irregular hours; 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: _____