



Professional Vacancy Richardson ISD

POSITION: BOND PROGRAM SPECIALIST I (ACCOUNTANT)

REPORTS TO: DIRECTOR OF BOND PROGRAM MANAGEMENT

CONTRACT PERIOD: 226 DAYS - 12 MONTHS **POSITION CONTROL #** 5134677051346770

SALARY: LOCAL PAY GRADE: ASQ **SALARY RANGE:** \$45,426 - \$46,336

PRIMARY PURPOSE: The Bond Program Specialist works with District departments to provide fiscal planning, tracking, and reconciliation of bond program funds and project activity.

QUALIFICATIONS AND SPECIAL SKILLS: **Education/Certification/Experience:**
 Bachelor's Degree preferred
 Texas Association of School Business Official training or certification preferred

Special Knowledge and Skills
 Proficient in MS Office with advanced Excel skills.
 Experience with Tyler Munis or similar financial systems.
 Strong financial analysis and problem-solving abilities.
 Skilled in developing complex reports and spreadsheets.
 Able to multitask and work efficiently in a fast-paced environment.
 Effective communication and interpersonal skills.

- MAJOR RESPONSIBILITIES:**
- Create and track purchase orders, contracts, and check requests
 - Review expenditures for bond eligibility and compliance with district and legal requirements
 - Establish project expense codes and coordinate general ledger coding with accounting
 - Receive goods and services in the financial system and assist with related journal entries
 - Prepare and update bond budget, expenditures, and encumbrance reports
 - Conduct regular project reconciliations and support year-end closing activities
 - Monitor project activity and maintain accurate documentation for audits and reporting
 - Prepare correspondence, reports, presentations, and other bond related documentation
 - Provide training and guidance to staff on bond purchasing processes and requirements
 - Support system testing and financial software updates affecting bond
 - Assist Director of Bond Programs
 - All other duties as assigned

APPLICATION PROCEDURE: Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.

Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED: Christopher B. Goodson
 Christopher B. Goodson, Ed.D.
 Assistant Superintendent – Human Resources

DATE: 1/16/2026

EQUAL OPPORTUNITY EMPLOYER
 The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.