

Terrell I.S.D. Job Description

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

Job Title: Accounting Specialist

Work Days: 208

Reports to: Executive Director of Business/Finance

Pay Grade: According to [TISD Salary Schedule](#)

Dept./School: Central Administration

Start Date: Until Filled

Contact Person: Jasmine Castaneda
Human Resources Specialist

Primary Purpose:

Under moderate supervision, perform bookkeeping duties and maintain district financial records.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Strong skills in keyboarding, data entry, word processing, and file maintenance

Strong ability to use software to develop spreadsheets, databases, and Word documents

Ability to prioritize workflow to address the multiple needs of the supervisor and/or the department

Ability to multitask numerous complex administrative activities

Knowledge of bookkeeping principles

Effective communication and interpersonal skills

Experience:

Five years secretarial experience

Three years experience or college coursework in accounting-related subjects

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports and payment authorizations as needed, in accordance with district standards and requirements.
2. Prepare various presentations for the department head and other department staff members as needed.
3. Prepare training documents for related accounting and finance processes and procedures.
4. Compile, maintain, and file all reports, records, surveys, and other documents as required.
5. Assist with updating and maintaining department manuals.

Accounting

6. Perform all duties related to the district's credit card program.
7. Assist process for timely payment of accounts payable invoices, requisitions, purchase orders, receipts, vendor information and statements as needed.
8. Detect and resolve problems with incorrect orders, invoices, and shipments as needed.

9. Perform routine bookkeeping tasks and maintain department budget records. Prepare and process department purchase orders and payment authorizations.
10. Order and maintain inventory of office supplies and program equipment.
11. Assist with SHARS reporting requirements as needed.
12. Assist with transportation reports submitted to TEA annually.
13. Prepare entries to correctly expense fleet vehicles, student transportation services, and toll tag activity.
14. Review travel requests for compliance and accuracy, and provide assistance with the completion of the reimbursement process.
15. Assist with the preparation and distribution of annual campus/department budget allocations.

Other

16. Maintain a schedule of appointments and make travel arrangements for department staff.
17. Make meeting arrangements for department activities, including preparing materials, scheduling, and setting up facilities, and arranging equipment.
18. Maintain confidentiality of information.
19. Maintain friendly customer service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
20. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
21. Maintain a positive and professional tone in all communications (i.e., email, written, and verbal)
22. Perform other duties and accept other responsibilities as assigned

Equipment Used:

Standard office equipment including personal computer and peripherals.

Mental Demands/Physical Demands/Environmental Factors:

Prolonged sitting; occasional bending/stooping, pushing/pulling and twisting. Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching. Occasional light lifting and carrying (less than 15 pounds). May work prolonged or irregular hours; occasional districtwide travel. Work with frequent interruptions; maintain emotional control under stress.
Daily in-person attendance is an essential function for this position

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Application Procedures

District Employees:

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach an updated resume
 - b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

Outside Applicants:

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 - b. Other credentials as applicable

2. Official transcript(s) will be requested after a recommendation for hire is received

Terrell ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Melissa Nichols; *Executive Director of Human Resources*
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504
Email: melissa.nichols@terrellisd.org