**WISD Job Description**

**Job Title:** Director of Accounting  
**Wage/Hour Status:** Exempt

**Reports to:** Assistant Superintendent for Business and Finance  
**Pay Grade:** F/O - 4

**Dept./School:** Business  
**Date Revised:** July 2019

**Primary Purpose:**
Direct and manage all accounting, payroll, and auditing operations of the district. Develop and implement procedures and/or processes to assure compliance with applicable Board policy, state laws/regulations and GASB accounting procedures. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.

**Qualifications:**

**Education/Certification:**
Bachelor’s degree in accounting or finance-related field

**Special Knowledge/Skills:**
Knowledge of accounting systems, audit procedures and payroll processing  
Working knowledge of financial applications and accounting  
Knowledge of generally accepted accounting principles (GAAP)  
Knowledge of accounting/auditing principles per GASB  
Demonstrated understanding of Texas Education Agency standards for financial accounting and reporting  
Ability to create Excel spreadsheets and databases  
Ability to accurately analyze and interpret financial data  
Strong organizational, communication, public relations, and interpersonal skills  
Knowledge of Skyward finance software preferred

**Experience:**
Five years of school finance accounting experience preferred

**Major Responsibilities and Duties:**

1. Maintain the general ledger and prepare journal entries.
2. Direct and control payroll preparation and production, including regular, special, and supplemental payrolls.
3. Prepare and maintain reports as required to provide data needed by all campuses, departments, and the Assistant Superintendent for Business and Finance to make informed and appropriate financial decisions.
4. Review and reconcile all district bank accounts on a monthly basis.
5. Reconciliation and reporting of revenues and accounts receivables.
6. Internal auditing of all funds including balance sheets, revenues and expenditures.
7. Work with the Assistant Superintendent for Business and Finance to review, revise, and consolidate all general ledger funds to produce monthly reports and forecasts through fiscal year end.

8. Develop, review, and revise finance and/or business office processes as needed.

9. Act as one of the designated investment officers of the district as required by law.

10. Prepare, submit, and record appropriate cash transfers to assure funds are available in appropriate cash accounts to maximize interest earnings.

11. Monthly reconciliation and data entry of fixed assets.

12. Serve as liaison for and coordinate activities of independent and outside auditors and state agencies.


**Supervisory Responsibilities:**

Supervise and evaluate work of payroll and accounting staff as assigned by the Assistant Superintendent for Business and Finance.

**Equipment Used:**

Personal computer, printer, fax machine, copier, and calculator.

**Working Conditions: Mental Demands/Physical Demands/Environmental Demands:**

Repetitive hand motions; prolonged use of computer.

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.