

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Accountant / Cash Manager

Job Description

March 2022

Reports to: Director of Finance

Status: Exempt

Term: 226 Days

Primary Purpose:

Perform general accounting work relating to the preparation, administration, and control of the district financial resources.

Qualifications:

Education/Certification:

Bachelor's degree in accounting or finance-related field
Investment knowledge – PFIA training (preferred)

Special Knowledge/Skills:

Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)

Knowledge of/Experience with Skyward accounting software (preferred)

TASBO certification (preferred)

Ability to analyze and interpret financial data

Ability to analyze and evaluate accounting problems, develop data, and recommend improved procedures

Ability to use personal computer and software to develop complex accounting reports, spreadsheets, and databases

Ability to work with numbers in an accurate and rapid manner

Effective communication and interpersonal skills

Experience:

Two or more years of governmental accounting experience at a high level of responsibility

Two or more years banking experience dealing with commercial accounts

Two or more years investment experience

Major Responsibilities and Duties:

Accounting

1. Reconcile records of bank transactions to the District's general ledger.
2. Reconcile Tax Collections and create journal entries for monthly reporting to the Board.
3. Submit Positive Pay file and respond to all Positive Pay exceptions.

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4. Act as Liaison between the Depository Bank and the District.
5. At the direction of the Investment Officer, establish and maintain investment accounts at various financial institutions.
6. Monitor District cash requirements, making transfers between accounts as needed.
7. Monitor and maintain collateral position of all District deposits.
8. Check figures, postings, and documents for correct entry, mathematical accuracy, proper codes.
9. Review and verify accuracy of journal entries, accounting methods, and procedures.

Administration

10. Work with administrators, principals, directors, and staff regarding accounting issues.

Records and Reports

11. Record, store, and analyze information using accounting software.
12. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records and financial statements.

Other

14. Prepare timely BOND (debt service) and WADA payments.
15. Perform other duties as assigned.

Supervisory Responsibilities:

None.

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.

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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.

Approved by _____ Date _____

Reviewed by _____ Date _____