

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Director of Finance
Job Description

Reports to: Assistant Superintendent for Business and Operations
Term: 226 Days
Status: Exempt

Primary Purpose:

Direct and manage the operation of financial and business affairs of the district including payroll, accounting and accounts payable.

Qualifications:

Education/Certification:
Bachelor's degree in a business-related field

Special Knowledge/Skills:

Advanced technical knowledge of school finance, budgeting, accounting systems, and economics
Working knowledge of financial applications and accounting
Strong communication, public relations, and interpersonal skills
Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing
Ability to implement policy and procedures
Ability to interpret data
Ability to manage budget and personnel
Ability to coordinate district functions

Experience:

Three years experience in school business management or public organization

Major Responsibilities and Duties:

Fiscal Management

1. Keep the assistant superintendent of business and operations informed on the business affairs of the district.
2. Evaluate accounting procedures, systems, and controls district wide and recommend improvements in their design, implementation, and maintenance.
3. Maintain a continuous auditing program for all funds and assist the district's independent and internal auditors in conducting the annual or periodic audit.

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4. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accountability System Resource Guide.
5. Oversee preparation of monthly bank reconciliations for all cash and investment accounts.
6. Prepare and enter budget adjustments, additions, and deletions.
7. Review coding and compliance for all purchase orders prior to approval.
8. Plan and conduct needs assessments for improvement of district business operations.
9. Provide leadership to achieve cost-effective practices throughout the district.
10. Ensure that business operations support the district's goals and objectives.
11. Oversee implementation of all new GASB pronouncements that relate to school districts.
12. Establish, revise and control accounting procedures for ongoing and new district programs.
13. Maintain travel guidelines and reimbursement rates.
14. Process travel advances and reimbursements.
15. Assist with preparation of the annual operating budget.

Business Office Administration

1. Coordinate the fiscal year financial audit and coordinate preparations of annual financial report with independent auditors.
2. Coordinate monthly meeting and training for finance users.
3. Maintain district website for Payroll, Accounts Payable, and Accounting departments.

Policy, Reports, and Law

1. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
2. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

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3. Prepare and publish comprehensive annual financial report in compliance with Association of School Business Officer (ASBO) standards and Government Finance Officers Association (GFOA).

Personnel Management

1. Prepare, review, and revise business department job descriptions.
2. Develop training options and/or improvement plans to ensure exemplary business operations.
3. Evaluate job performance of employees to ensure effectiveness.
4. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
5. Oversee operations of all business functions including accounts payable, payroll, and accounting.

Other

1. Attend at least 16 hours of job-related training each year.
2. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
3. Adhere to rules and regulations outlined by the Board of Trustees, in areas of assignment and help execute policies involving these directives.
4. Work in harmony with supervisors and co-workers.
5. Use professional information discreetly and judiciously.
6. Maintain confidentiality.
7. Support administrative policies.
8. Maintain a sincere, friendly attitude toward staff and patrons to ensure communication.
9. Perform other duties as needed and assigned.

Supervisory Responsibilities:

Supervise and evaluate the performance of accounts payable, accounting, and payroll.

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Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours.

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 _____