

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

## **Financial Services Administrator**

Job Description

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**Reports to:** Assistant Superintendent for Business and Operations

**Term:** 226 Days

**Status:** Exempt

### **Primary Purpose:**

Oversee financial accounting and reporting of all special revenue programs including SHARS, Head Start, 21<sup>st</sup> Century, Title I, Title II, Title III, IDEA B, Foundation Grants and any other special revenue accounts of the District.

### **Qualifications:**

#### **Education/Certification:**

Bachelor's degree in Accounting or Business  
CPA and/or TASBO certification preferred

#### **Special Knowledge/Skills:**

Such alternatives to the above qualifications as the board may find appropriate and acceptable.

#### **Experience:**

Three years' experience in financial services at a high level of responsibility.

### **Major Responsibilities and Duties:**

#### **Fiscal Management**

1. Keep the assistant superintendent of business and operations informed on the business affairs of the district.
2. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accountability System Resource Guide.
3. Review coding and compliance for all grant funded purchase orders prior to approval.
4. Assist with preparation of the annual operating budget.

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### **Financial Grant Administration**

5. Maintain Grant Procedures Manual and provide annual training to staff on EDGAR and grant requirements.
6. Enter and maintain the budget for each grant that matches the Notice of Grant Award (NOGA), Notice of Award (NOA), or any other guiding document from the awarding agencies.
7. Review all requisitions coded to special revenue funds to ensure the expenditures comply with EDGAR requirements.
8. Prepare monthly reimbursement requests for all State and Federal grants.
9. Prepare quarterly financial reports for Head Start and other applicable grants.
10. Track and report matching expenditures for Head Start and other applicable grants.
11. Prepare annual SHARS Cost Report.
12. Prepare Final Expenditure Reports for each special revenue fund in accordance with grant guidelines.
13. Assist with the fiscal year financial audit and coordinate preparations of the annual financial report with independent auditors.
14. Work directly and cooperatively with Program / Grant Administrators.

### **Business Office Administration**

15. Coordinate with insurance carrier's property loss claims filed by the district.
16. Prepare and evaluate monthly financial grant reports.
17. Monitor insurance program budgets and ensure that programs are cost-effective and funds are managed prudently.

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18. Direct workers' compensation, unemployment, and property and casualty insurance negotiations; make sound recommendations for selection of insurance brokers and carriers.

### **Policy, Reports, and Law**

19. Assist with preparations of the annual financial report in compliance with Association of School Business Officers (ASBO) standards and government Finance Officers Association (GFOA).

### **Purchasing and Inventory**

20. Maintain accurate and current computerized inventory records of the district's capital assets with a per unit value greater than \$5,000.
21. Maintain the replacement cost-asset listing / schedule of values for insurance purposes.

### **Other**

22. Attend at least 16 hours of job-related training each year.
23. Adhere to rules and regulations outlined by the Board of Trustees, in areas of assignment and help execute policies involving these directives.
24. Work in harmony with supervisors, teachers and co-workers.
25. Use professional information discreetly and judiciously.
26. Maintain confidentiality.
27. Support administrative policies.
28. Maintain a sincere, friendly attitude toward staff and patrons to ensure communication.

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29. Perform other duties as needed and assigned.

**Supervisory Responsibilities:**

None.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress.

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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 \_\_\_\_\_