



**Job Title:** Accountant – Projects

**Exemption Status/Test:** Exempt

**Reports to:** Director of Finance

**Date Revised:** June 26, 2017

**Dept. /School:** Finance

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**Primary Purpose:**

Perform professional accounting work involving compilation, consolidation, analysis and reporting of financial data related to grant funds, capital projects and capital assets.

**Qualifications:**

**Education/Certification:**

Bachelor's Degree, preferably in accounting, finance or related field  
CPA and TASBO Certification preferred

**Experience:**

Three (3) years' accounting experience at a high level of responsibility

**Special Knowledge/Skills:**

Knowledge of Texas Education Agency (TEA) Financial Accountability System Resource Guide  
Knowledge of applicable State of Texas and United States government and government agency compliance requirements  
Knowledge of governmental accounting and auditing principles established by the Governmental Accounting Standards Board (GASB)  
Experience with a strong knowledge of Oracle 12 financials applications  
Ability to analyze and interpret financial data, evaluate accounting problems, develop data, and recommend improved procedures  
Ability to use software to develop complex accounting reports, spreadsheets, and databases  
Effective organizational, communication, and interpersonal skills

**Major Responsibilities and Duties:**

**Accounting**

1. Classify, record, and summarize numerical and financial data to compile and maintain financial records according to governmental accounting principles and district procedures.
2. Compute and prepare data for journal entry.
3. Prepare income statements, balance sheets, consolidated statements, and other statements and reports.
4. Monitor and reconcile expenditures with budget availability.
5. Assist in developing revenue and expenditure estimates for grant and capital projects funds.
6. Perform cost accounting activities for grant, capital projects and capital asset expenditures.
7. Review and verify accuracy of journal entries, accounting methods, and procedures.
8. Reconcile grants and capital projects to general ledger.
9. Submit expenditure reimbursement requests for grant funds in compliance with established procedures.
10. Work with administrators, principals, directors, and staff regarding accounting issues.

## **Records and Reports**

11. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
12. Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements.

## **Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of projects accounting specialist.

## **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.