



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

Campus Accountant – High School

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Reports to:	Campus and Departmental Support Accountant
School/Department:	Financial Services Division
Pay Grade:	Administrative Management Pay Grade 2
Wage/hour status:	Exempt/226 days
Created/revised:	February 2016

Primary Purpose:

Manage all areas of assignment (accounting and reporting, budgeting, purchasing, accounts payable, payroll, inventory, textbooks, etc.) for a high school campus in an efficient and effective manner following sound business procedures. Work closely with and provide financial guidance to the principal and staff regarding processes, procedures and timelines. Responsible for the timely and accurate preparation, processing, distribution, and recording of all campus financial transactions and operations. Position serves as a resource to the Campus/Department Support Accountant.

Qualifications:

Minimum Education/Certification:

- Bachelor's degree in Accounting or closely related field from an accredited college or university recognized by the US Department of Education.

Special Knowledge/Skills:

- Knowledge of the TEA Financial Accountability Systems Resource Guide (Texas public school district accounting guidelines) and Generally Accepted Accounting Principles (GAAP)
- Knowledge of accounting principles for governmental fund accounting
- Knowledge of budgeting, purchasing, accounts payable, payroll, inventory, and textbook terms, processes, and procedures
- Strong understanding of technical financial systems
- Skill in providing financial support to multiple campus based sites
- Skill in the use of keyboarding, 10 Key, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS preferred), and web based data management systems and software packages
- Skill in accounting such as reconciliation, journal entries, account balance, and reporting
- Skill in basic mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the District in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, District officials, parents, coworkers, and vendors
- Ability to support and adhere to the Financial Services Division Code of Ethics

Experience:

- Two years of accounting, budgeting, or finance experience preferred
- School district experience is preferred



Major Responsibilities and Duties:

Accounting and Reporting:

1. Coordinate and process all accounting financial activities for a campus or multiple campuses
2. Oversee and ensure accounting activities are completed and properly closed out for year-end processing for the assigned high school campus during the summer months
3. Provide guidance to Campus Principal regarding the financial position of the campus
4. Manage, design, and redirect when necessary the workflow of financial activities on the campus to coincide with District timelines to ensure accurate and timely reporting
5. Develop financial based training programs and materials for MUNIS users and train end users in procedures and systems.
6. Provide support to other campuses as needed
7. Process all financial data for the receipt of funds and deposits of cash/checks by ensuring the data is entered into the financial system and deposits are secured and picked up by District security in accordance with District procedures
8. Maintain the sales tax records for the campuses and submit monthly sales tax reports to the Financial Services Division
9. Review and evaluate expense coding to ensure all expenditures are reflected accurately on the general ledger
10. Ensure compliance with current state and District policies and regulations concerning primary job functions and apply current knowledge of:
 - budgetary coding structure according to the TEA Financial Accountability System Resource Guide (FASRG)
 - all areas of the Activity Funds Manual
 - all campus activity fund and student activity fund rules and regulations
11. Organize the logistical aspects of campus fundraisers

Budgeting:

12. Manage multiple budgetary accounts
13. Enter budget transfers as required
14. Review monthly budget reports from the MUNIS system and distribute to campus administration and club sponsors
15. Provide departments and /or club sponsors with weekly RevTrak deposit reports
16. Advise principals and club sponsors on availability of budgeted funds
17. Review campus trips submitted by Transportation Department for proper coding and budget availability
18. Ensure all budgets have positive balances prior to the year-end close process
19. Coordinate with the Budget Department for the next year's budget process

Purchasing/Accounts Payable:

1. Follow all District purchasing policies and procedures
2. Manage requisitions and process purchase orders for all campus purchases
3. Order and facilitate the distribution supplies for the campuses
4. Assist in maintaining program inventory of equipment and software
5. Manage travel requests for campus personnel



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6. Process all purchase order change orders for the campus
7. Process all receiving records for the campus
8. Coordinate with vendors to resolve billing variances
9. Communicate current status of orders and receiving records to the Accounts Payable Department by phone or e-mail
10. Reconcile open purchase orders to ensure payment has been processed and to release funds on a quarterly basis

Payroll:

1. Assist with the processing of supplemental payments as needed including
 - Obtain proper documentation, determine appropriate coding, verify placement and availability of budget funds, and enter payments via batch entry into the MUNIS system
 - Work closely with the Payroll Department to resolve any issues
 - Provide guidance to the Principal form communication to the staff the deadlines listed on the District Payroll Calendar
 - Serve as the back up to the principal secretary in charge of processing payroll for the campus
2. Monitor campus paid payroll budget accounts
3. Identify areas of misuse or lack of training and coordinate with the Principal a plan of action
4. Maintain a general understanding of the Kronos timekeeping system and how it interfaces with the Aesop absence system and Munis financial system

Financial Operations:

1. Provide primary technical support for all financial systems and escalate issues to the appropriate party
2. Drive the development of financial training materials utilized by the campus
3. Work closely with Business Systems Administrator to ensure campus processes are effective and efficient

Inventory Management:

1. Coordinate textbook inventory and communications between the warehouse and the campus Textbook Coordinator
2. Manage the campus assets (both capital and inventory) by tagging new acquisitions, submitting transfer/deletion forms to the warehouse, and conducting the year-end inventory count
3. Lead and manage periodic audits of campus assets in TipWeb-IT to ensure campus asset inventory is complete and accurate

Communication

1. Maintain a positive and effective relationship with coworkers, building principals, supervisor and other District personnel
2. Provide outstanding customer service
3. Maintain good judgment and decision making when dealing with supervisor, building principals, coworkers, students and parents

Other



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1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Principals and/or the Financial Services Division
2. Support the campus through participation in campus meetings and/or projects
3. Attend meetings as required for Financial Services Division
4. Maintain an organized work environment
5. Maintain a professional appearance
6. Adapt to new procedures and changes
7. Perform other duties as assigned

Supervisory Responsibility

None

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Frequent interruptions

Prolonged use of equipment and computers with repetitive hand motions

Frequent contact with other district/campus employees, students and parents

Occasional travel within school district boundaries

Workload is deadline driven

Daily attendance and punctuality at work are essential functions of the job

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.

Campus Accountant – High School

Date

Campus/Department Support Manager

Date