INDEPENDENT SCHOOL DISTRICT

GALVESTON

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JOB DESCRIPTION

Job Title: Director of Accounting
Reports to: Chief Financial Officer
Pay Grade: Admin Professional -6

Wage/Hour Status: Exempt
Terms: 220 Days
Salary Range: $92,545 – $112,860
(BASE TO MID POINT SALARY RANGE)

Dept. /School: Business Office
Date Revised: October 22, 2026

Primary Purpose:

Oversees the accounting operations of the district. Assists in the maintenance of the annual budget. Oversees the maintenance of the General Ledger. Manages the External Audit. Performs professional accounting work involving compilation, consolidation, analysis and reporting of financial data.

Qualifications:

Education/Certification:

- Bachelor's Degree in Accounting or equivalent experience

Special Knowledge/Skills:

- Knowledge of budgeting, accounting systems and payroll processing
- Knowledge of Governmental Accounting and TEA's Financial Accountability System Resource Guide (FASRG)
- Ability to manage multiple budgets
- Ability to use personal computer and software to create spreadsheets, databases, and perform word processing
- Ability to interpret data
- Ability to implement policy and procedures
- Strong communication, organizational, and interpersonal skills

Experience:

- Background in public school finance or comparable experience
- Such alternatives to the above as the Board may find appropriate
- Skyward experience preferred

Major Responsibilities and Duties:

1. Keep the Chief Financial Officer informed on the business affairs of the District.
2. Oversees accounting operations of the district.
3. Oversees the maintenance of the general ledger, journal entries, budget transfers and amendments.
4. Assists in the preparation of the budget.
5. Manages all General, Special Revenue and Campus Activity Funds by reconciling accounts, overseeing expenditures, approving drawdowns, and developing procedures.
6. Oversees the preparation of monthly financial reports for Board reporting.
7. Ensures that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accounting Manual.
8. Evaluates accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
9. Oversees the District's fixed assets subsidiary ledger.
10. Manages the preparation and performance of the annual external audit by preparing the requested documentation and completing the required accounting entries.
11. Oversees preparation of monthly bank reconciliations for the general operating, debt service, payroll, tax, and workers' compensation accounts; review reconciliations of vendor and payroll clearing accounts.
12. Assists in the management of the Business Office Budget.
13. Wire fund payments as needed.
14. Review balance sheets, income statements, consolidated statements, and other statements and reports.
15. Act as the liaison between the Human Resources and Payroll personnel when needed.
16. Review and verify accuracy of journal entries, accounting methods, and procedures.
17. Work with bank officials to make inquiries and resolve discrepancies in bank account records.
18. Provide annual finance training for campus bookkeepers and secretaries.
19. Administer the District SHARS program and annual cost reports.
20. Assist with IRS, State Comptroller, W-2, local, state, and federal reporting.
21. Develop finance procedures for the District and update the finance and grants manuals annually.
22. Supervise and evaluate the performance of the accountants within the Business Department.
23. Assist with the District's claims with FEMA and other agencies as needed.
24. Evaluate accounting procedures, systems and controls in all district departments and recommend improvements in their design, implementation and maintenance.
25. Display tolerance necessary for accepting supervision for and criticism of duty performance.
26. Work in harmony with supervisory and peer personnel.
27. Exemplify high standards of ethical conduct.
28. Regular and reliable prompt attendance is expected.
29. Perform other duties as assigned by the Chief Financial Officer.
30. Review PEIMS financial information for submission of data to TEA.

Working Conditions

Mental Demands:

Ability to communicate effectively (verbal and written); receive directives as assigned; work with numbers in an accurate and rapid manner; meet established deadlines; maintain accurate and auditable records; maintains emotional control under stress.

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer and calculator; occasional prolonged and irregular hours; steady phone interactions; moderate standing, walking and bending; occasional lifting up to 35 lbs.

"I have read this Job Description and realize that these duties are specific to my position at Galveston Independent School District."