Director of Finance

Rev Sept 2026

Reports to: Chief Financial Officer

Dept./Campus: Business Services/Hammerlun

Status: Exempt

Paygrade: 106

Term: 226 Days

PRIMARY PURPOSE:

Manage and oversee the district's assigned financial operations, in coordination with the Chief Financial Officer, to ensure compliance with applicable laws, regulations, and district policies and to promote sound financial management, accurate financial reporting, and effective internal controls. Responsible for the day-to-day management and supervision of the Finance department and its assigned staff, including accounting operations, maintenance of the district's financial records and books, budget development and monitoring, maintenance of the district's financial records and books, budget development and monitoring, Treasury, Accounts Receivable, Payroll, and financial reporting.

Actively participate in the financial operations of the district by analyzing financial information, preparing and reviewing financial reports, monitoring budgets and cash flow, and assisting district leadership with financial planning and decision-making. Serve as a financial resource and partner to campuses and departments by providing guidance, training, and hands-on assistance with budgeting, financial processes, and other fiscal matters. Promote efficient, consistent, and responsible use of district resources while providing responsive financial service to district leadership, campuses, and departments.

MAJOR RESPONSIBILITIES AND DUTIES

- **Accounting and Fiscal Management**
  - Manage the day-to-day accounting operations of the district and ensure accurate, timely, and complete maintenance of the district's financial records and books.
  - Direct and coordinate the work of the Finance department staff responsible for accounting and assigned financial functions.
  - Perform and review accounting activities, reconciliations, journal entries, account balances, and financial transactions to ensure accuracy and compliance.
  - Oversee the monthly financial close process and ensure timely completion of bank and other reconciliations.
  - Monitor district revenues, expenditures, cash flow, and fund balances and provide financial analysis to support decision-making.
  - Maintain effective cash management practices by monitoring cash inflows and outflows and ensure adequate liquidity for district operations.
  - Manage the district's investment portfolio in accordance with applicable laws, regulations, district policies, and sound investment practices.
  - Prepare and review monthly financial reports and other financial information for district leadership.

- Analyze financial trends and provide information regarding the district's financial positions, projections and anticipated needs.
- Prepare and review bond and construction financial reports.
- Lead the internal preparation for annual audit work and coordinate with outside auditors and district personnel to ensure the successful and timely completion of the audit.

- **Budget Development and Management**
  - Coordinate and develop the district's General Fund, Food Service Fund, Debt Service Fund, and other applicable fund budgets.
  - Coordinate the annual budget development process with district leadership, campuses, and departments.
  - Assist the campuses and departments with the development of budgets and provide guidance regarding the effective use of allocated resources.
  - Monitor budget performance throughout the fiscal year and analyze budget-to-actual results, projected expenditures, revenues, and available resources.
  - Manage budget transfers, additions, amendments, and adjustments for all funds in accordance with district policies and applicable requirements.
  - Monitor student enrollment, local property values, tax collection rates, state funding, and other factors affecting district revenues and expenditures.
  - Prepare budget projections and financial forecasts and communicate significant variances, trends, and potential budget concerns to district leadership.
  - Provide timely financial information and analysis to assist district leadership with budgetary and financial decisions.
- **Payroll**
  - Manage and oversee the district payroll process to ensure accurate, timely, and compliant payroll processing.
  - Review payroll information and reports to ensure accuracy of salaries, deductions, benefits, and other payroll-related expenditures.
  - Ensure timely monthly TRS and IRS payments, quarterly reporting, and monthly TWC reporting.
  - Coordinate with Human Resources to ensure employee benefits, compensation, and salary data are accurate and properly reflected in the payroll system.
  - Monitor payroll expenditures and provide information and analysis to support budget management and financial planning.
  - Provide assistance to employees and district departments regarding payroll-related financial questions and issues.
- **Financial Reporting and Compliance**
  - Manage district financial reporting requirements to the Texas Education Agency (TEA) and other applicable regulatory agencies.
  - Ensure financial records and reports are maintained in accordance with applicable laws, regulations, accounting standards, and district policies.
  - Oversee reporting requirements for Federal Programs and certify grant expenditures as required.
  - Manage Fall and Spring PEIMS data submissions related to financial and business operations.
  - Oversee Booster Club financial reporting in accordance with district policies and procedures.

- Provide required financial information to the district's Financial Advisor and assist with bond issuances, continuing disclosure requirements, and other debt-related financial matters.
- Monitor changes in applicable laws, regulations, reporting requirements, and financial practices and communicate relevant changes to district personnel.
- Maintain appropriate financial controls and procedures to safeguard district resources and ensure accountability.
- Assist with internal and external reviews, audits, and other compliance activities involving district financial operations.

- **Campus and Department Financial Support**
  - Serve as a primary financial resource and partner to campuses and district departments.
  - Provide hands-on assistance to campus and department leaders with budget development, budget monitoring, financial processes, and other fiscal matters.
  - Work directly with campuses and departments to analyze financial information and identify solutions to financial questions or issues.
  - Provide guidance and training to campus and department personnel regarding budget management, financial procedures, and the responsible use of district resources.
  - Assist campuses and departments in understanding financial reports, budget balances, expenditures, and available resources.
  - Promote consistent, efficient, and effective financial practices throughout the district while maintain appropriate financial controls and accountability.
  - Provide responsive and professional customer services to district staff and assist in resolving financial concerns in a timely manner.
- **Department Leadership and Operations**
  - Manage, supervise, and evaluate assigned Finance department personnel and provide leadership, direction, training, and support to ensure effective financial operations.
  - Establish priorities and coordinate the work of Finance department staff to ensure timely completion of financial responsibilities and reporting requirements.
  - Work in coordination with the Chief Financial Officer to establish priorities, address financial matters, and ensure the effective operation of the Finance department.
  - Review work performed by Finance department staff for accuracy, completeness, and compliance with district procedures.
  - Develop and recommend financial procedures and maintain effective financial processes and internal controls.
  - Identify opportunities to improve the efficiency, accuracy, and service provided by the Finance department.
  - Maintain effective communication with district leadership, campuses, departments, and Finance department staff regarding financial matters.
  - Maintain professional knowledge of school district finance, accounting, budgeting, payroll, reporting requirements, and applicable laws and regulations.
  - Perform all other duties as assigned by the Chief Financial Officer or Superintendent.
- **Professional Growth and Development**
  - Participate in staff development activities to improve job-related skills.

- Coordinate campus and department staff training on business and financial service procedures and best practices.

SUPERVISORY RESPONSIBILITIES

- Supervise and evaluate the job performance for assigned Finance department employees.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree from an accredited college or university in Finance, Accounting, Business Administration, or related field required. CPA and TASBO certification preferred. Five years of successful experience in the management of fiscal operation required. Three years government finance and budget related experience required.

Knowledge/Skills/Abilities:

- Technical knowledge of accounting and finance systems
- Knowledge of Federal, State, and Local laws and regulations surrounding public accounting principles
- Knowledge of and the ability to use software to develop spreadsheets, perform data analysis, and word processing
- Ability to coordinate multiple projects and assignments, and to provide work-related information to administration, principals, and school personnel in a timely manner
- Ability to lead, plan direct, and establish priorities for the fiscal operations of supervised areas
- Ability to lead, plan and implement policies and procedures
- Ability to manage personnel
- Ability to speak/present effectively before groups of employees, the board of trustees, or other organizations
- Excellent professional public relations, organizational, communication and interpersonal skills

Mental/Physical/Environmental Demands:

- Standard office equipment including personal computer and peripherals
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours; frequent districtwide travel
- Work inside; regular exposure to noise
- Work with frequent interruptions, maintain emotional control under stress