

Director 1, Finance CTE

4400 West 18th, Houston, Texas (US-TX), 77092, United States

ID: 26723

Job Description

Location: Hattie Mae White

Department: CTE Grants & Assets

Area:Northeast

Contract Months:12

Salary Range: \$130,000.00 – \$155,000.00

Academic Year: 24-25

JOB SUMMARY

The Director of Finance is responsible for managing all functions related to the financial operations of the Career and Technical Education (CTE) department, including the development, oversight, and monitoring of all CTE funding streams-such as general funds, federal and state grants (e.g., Perkins V), and special project funds. Provides analytical support for the more complex fiscal projects. Serves as a technical resource to other team members in supporting the budgetary, financial, procurement, and position management support for the CTE program. Ensures maximum impact of fiscal resources and facilitates compliance with federal, state, and local guidelines and policies. Executes special projects that have significant operational or organizational impact. Supports administrative staff.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first

1. Oversee GTE departmental support personnel who provide fiscal and operational support to schools and programs, including budget management, purchasing, payroll, activity funds, travel coordination, accounts payable, and fixed asset inventory. Ensure alignment and coordination of financial processes across GTE campuses, central office departments, and other relevant divisions.
2. Coordinates all activities related to the GTE Finance leadership team, including planning, facilitating, and managing follow-ups from meetings to ensure alignment of financial strategies,

compliance with funding requirements, and effective execution of departmental priorities.

3. Develops and prepares monthly spending variance and projections reports for the GTE department and school provided to district leadership.
4. Develops and prepares compliance reports required by federal, state, and local agencies. Fulfill state and national compliance and reporting requirements.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

5. Performs GTE program budget analysis, reporting, ensure account coding compliance and best practices processes to maximize the impact of fiscal resources and ensures compliance with federal, state, and local procedures and guidelines.
6. Provides technical support to team members in the monitoring and maintaining of budgetary and staffing controls for schools.
Provide position control oversight for GTE teacher unit a/location to campuses. Coordinates and assists the finance leadership in annual development of final budget recommendations for the GTE department and schools.
Develops and manages a unified Finance Unit calendar of weekly, monthly, and annual activities.
Responsible for developing, monitoring and refining KP/'s for the role and the unit.
7. Other duties as assigned.

EDUCATION

Bachelor's degree

WORK EXPERIENCE

Degree in Accounting or other finance, data analysis, or technology related field.
CPA preferred
5+ ears

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

SAP
Microsoft Office
Office equipment
Ability to implement effective workflow processes and procedures: follow chain of command.
Willingness to take initiative, have a high level of self-motivation, and easily work independently or as part of a team.

LEADERSHIP RESPONSIBILITIES

Work Leadership. Regularly provides project management or team leadership to a group of two or more employees but does not have formal supervisory responsibility. Leading and directing is restricted to monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of the same duties they are leading.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

BUDGET AUTHORITY

Compiles and organizes data and figures.
Analyzes and interprets data and figures.

PROBLEM SOLVING

Greater latitude and discretion are warranted in making decisions, which affect major areas of HISD and possibly the organization's public image. The job is constantly expected to apply creative solutions to complex problems and develop new ideas and concepts. Reviews and approves decisions and/or recommendations that may have a significant impact on the entire organization.

IMPACT OF DECISIONS

Decisions have a major impact to multiple divisions or organization and may impact on the general direction of HISD. Errors may cause continuous adverse influence on the future operations of the organization, in matters involving important customer commitments, organizational liability, and other matters which may appreciably affect future costs.

COMMUNICATION/INTERACTIONS

Negotiate and influence - interpret department strategies and services, resolve conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

CUSTOMER RELATIONSHIPS

Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

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