

Director 1, Certified Management Accountant (CMA)

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

ID: 30866

Job Description

Location: Hattie Mae White

Department: Finance - Bus Ops and Training

Area:Northwest

Contract Months:12

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

Academic Year: 25-26

JOB SUMMARY

The Certified Management Accountant (CMA) serves as a key financial analyst and strategic advisor within the Finance & Accounting Services Division, supporting districtwide fiscal integrity, operational efficiency, and long-term financial sustainability. This role emphasizes the application of advanced financial analysis, cost management, forecasting, and performance measurement to guide decision-making across HISD's Finance & Operations portfolio.

MAJOR DUTIES & RESPONSIBILITIES

1. Financial Analysis & Reporting

- Develop and maintain comprehensive financial models to forecast revenues, expenditures, fund balances, and cashflows.
- Conduct variance, trend, and scenario analyses to support management decisions and resource allocation.
- Prepare monthly, quarterly, and annual performance reports.

2. Cost Management & Internal Controls

- Evaluate cost structures and spending patterns across departments to identify efficiency opportunities.

- Partner with internal audit and accounting teams to ensure compliance with PFIA, TEA, and GAAP standards.

3. Strategic Planning & Decision Support

- Translate complex financial data into actionable insights for cabinet-level decision-making.
- Collaborate with Treasury, Budget, and Operations teams to model the financial impact of major initiatives.
- Develop performance metrics, benchmarking frameworks, and predictive analytics to guide district leadership.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

4. Data-Driven Process Improvement

- Integrate accounting and analytical tools (Oracle Fusion, Power BI, Excel VBA, SQL, or Python) to automate reporting and improve data reliability.
- Collaborate with the Data Governance and IT teams to ensure data integrity and consistent financial definitions.
- Identify and document process improvement opportunities across accounting and financial reporting functions.

5. Other duties as assigned.

EDUCATION

Bachelor's degree in Accounting, Finance, Economics, or related field required.

Certification:

Current Certified Management Accountant (CMA) credential required.

Certified Public Accountant (CPA) preferred

WORK EXPERIENCE

Minimum of 5 years of progressive financial management, accounting, or strategic analysis experience; public sector or education finance preferred.

Demonstrated experience in financial modeling, cost analysis, and performance reporting.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Deep understanding of GAAP, PFIA, TEA reporting, and Texas school finance.

Proficiency in data visualization tools (Power BI, Tableau) and advanced Excel functions.

Strong analytical, problem-solving, and presentation skills.

Ability to communicate complex financial concepts clearly to non-financial stakeholders.

Collaborative mindset with commitment to public service and organizational excellence

LEADERSHIP RESPONSIBILITIES

Strategic oversight for multiple departments and/or a major division or for the entire district. Provides strategic direction and develops long-range plans which impact multiple departments or divisions. Using in-depth knowledge of multiple disciplines, identifies and evaluates high-impact issues, and provides strategy and direction to a major functional area or multiple departments. Establishes programs and policies, and ensures integration of operational objectives across multiple, major departments, program areas and possibly district-wide.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY

Participates in a group plan and/or budget development.

PROBLEM SOLVING

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS

Decisions have considerable impact to multiple divisions or the district causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS

Negotiate and influence - interprets department strategies and services, resolves 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

Leads others in the resolution of sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the customer's decision-making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.

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.

Ability to carry and/or lift less than 15 pounds.

Houston Independent School District is an equal opportunity employer.