

Executive Director of Finance & Accounting Services - Operations

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

ID: 30419

Job Description

Location: Hattie Mae White

Department: Finance

Area: Central

Contract Months: 12

Salary Range: \$170,000.00 – \$195,000.00

Academic Year: 25-26

JOB SUMMARY

The Executive Director of Finance & Accounting Services – Operations provides strategic financial leadership for Facilities and Maintenance Operations (FMO), Nutrition Services, Transportation, and the HISD Police Department. This role is responsible for overseeing financial planning, budgeting, forecasting, and financial analysis to support effective decision-making and resource allocation. The Executive Director will collaborate with the teams and the Sr. Executive Director of Budgeting and Financial Planning to optimize financial performance and ensure alignment with organizational goals, compliance standards, and sustainable practices.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first

1. **Budgeting and Forecasting:** Oversee and manage annual budget preparation, including capital expenditures, maintenance projects, and operational costs. Perform regular financial forecasting to assess ongoing needs and anticipate future expenses.
2. **Strategic Financial Planning:** Lead the development of long-term financial plans for FMO, Nutrition Services, Transportation, and the HISD Police Department, aligning financial resources with operational goals and strategic priorities.
3. **Financial Analysis:** Conduct detailed financial analysis to identify cost-saving opportunities, support efficiency improvements, and evaluate ROI for capital investments.
4. **Resource Allocation:** Direct and oversee the allocation of financial resources across

multiple departments, ensuring that funds are prioritized to meet operational needs while adhering to district financial guidelines.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

5. Reporting: Develop and present regular financial reports, performance metrics, and operational forecasts to executive leadership, ensuring transparency and informed decision-making.
6. Procedure Development and Compliance: Establish and maintain financial procedures specific to FMO, Nutrition Services, Transportation, and the HISD Police Department, ensuring compliance with organizational and regulatory standards.
7. Collaboration: Act as a liaison between the finance team and FMO, Nutrition Services, Transportation, and the HISD Police Department, providing insights to support operational strategies and enhance decision-making.
8. Risk Management: Identify and mitigate financial risks within the department, including those related to large-scale projects, asset management, and budget variances.
9. Performs other job-related duties as assigned.

EDUCATION

Degree in Accounting or other finance, data analysis, or technology related field.

CPA Preferred

WORK EXPERIENCE

5+ years

Extensive experience in senior leadership positions within a school system or educational organization.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

SAP preferred, Microsoft Office, Office equipment (e.g., computer, copier)

Advanced Excel and PowerPoint preferred.

Ability to pay close attention to detail and accuracy.

Ability to implement effective workflow processes and procedures; follow chain of command.

Willingness to take initiative, high level of self-motivation, and easily works 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 typically involves monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of same duties they are leading.

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 highly 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.

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 45 pounds.

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