

Director 2 Finance & Accounting Services – Operations

4400 West 18th Street, Houston, Texas (US-TX), 77092-8501, United States

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ID: 22780

Job Description

Location: Hattie Mae White

Department: Deputy Chief Financial Office

Area: Northwest

Contract Months:12

Salary Range: \$150,000.00 – \$175,000.00

Academic Year: 24-25

JOB SUMMARY

Under general direction, responsible for all Finance functions for the Operations department including developing, monitoring and overseeing department budgets. 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 of schools. Ensures maximum impact of fiscal recourses and facilitates compliance to federal, state, and local guidelines and policies. Executes special projects that have significant operational or organizational impact. Supports administrative staff.

MAJOR DUTIES & RESPONSIBILITIES

1. Develops and manages the budget to ensure proper allocation and expenditures of resources.
2. Collaborate with vendors, accounts payable, and Finance and Operations leaders to ensure accurate and timely service payments.
3. Coordinates all activities of the Finance and Operations Office Executive Leadership Team, including planning, coordinating, facilitating, and managing follow-ups from meetings.
4. Develops and prepares monthly department spending variance and projections reports provided to district leadership.
5. Develops and prepares compliance reports required by federal, state, and local agencies. Fulfill state and national compliance and reporting requirements.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

1. Develops and manages the budget to ensure proper allocation and expenditures of resources.
2. Collaborate with vendors, accounts payable, and Finance and Operations leaders to ensure accurate and timely service payments.
3. Coordinates all activities of the Finance and Operations Office Executive Leadership Team, including planning, coordinating, facilitating, and managing follow-ups from meetings.
4. Develops and prepares monthly department spending variance and projections reports provided to district leadership.
5. Develops and prepares compliance reports required by federal, state, and local agencies. Fulfill state and national compliance and reporting requirements.

EDUCATION

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

CPA preferred

WORK EXPERIENCE

3+ years

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 involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

BUDGET AUTHORITY

Specifies requirements for a plan and / or budget.

PROBLEM SOLVING

Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

IMPACT OF DECISIONS

Decisions have moderate impact to the facility / department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and / or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.

COMMUNICATION/INTERACTIONS

Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own or other departments.

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

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