



Job Description

Position Title:	Executive Director-B
Job Title:	Executive Director-B, Funds Management & Accounting
Function:	Finance & Accounting
Family:	Financial Planning/Analysis
Reports to:	Senior Executive Director, Finance

Terms of Employment:					
Pay Grade:	E22	Minimum Salary: *	\$101,660	Mid-Point Salary:	\$124,000
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	230	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded				

Job Scope

Oversees daily operations of multiple departments or campuses within a specific segment of the district. Develops long- and short-term strategies and oversees the implementation of them. Responsible for implementing cost-saving procedures while increasing performance using multiple inputs and measuring outputs. Will adhere to the execution of district-wide policies, procedures, and programs. Manages multiple development and planning matters within the scope of direction.

Position Summary

The Executive Director, Funds Management & Accounting is responsible for all areas relating to accounting, grant and special revenue funds management. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely accounting, financial reporting, asset management, and funds management while ensuring compliance with federal, state and local regulations. Ensures effective internal controls in all district practices and ensures safeguarding of cash and all district assets.

Essential Functions / Key Responsibilities

1. Oversee the Accounting department, including the preparation of the Annual Comprehensive Financial Report (ACFR) and submission of required information to TEA.
2. Oversee the Funds Management & Special Revenues departments, with accounting, reporting, compliance, and fiscal oversight for District grants and entitlements.
3. Oversee the Asset Management department, including inventory, control, and accounting for District fixed assets.
4. Oversee the Medicaid department, ensuring accurate and compliant filings, while maximizing reimbursements.
5. Provide leadership, supervision, direction, and assistance to assigned departments within Financial Services division.
6. Direct the development and implementation of well-documented systems and operating procedures for all supervised areas within Financial Services.



Job Description

7. Direct the development and implementation of effective training resources for all Finance areas easily accessible by District staff.
8. Direct the development and implementation of strong internal controls across the District.
9. Ensure accuracy and strong safeguards are in place for receipt, accounting, and disbursement of District funds.
10. Ensure compliance with district cash management policies & guidelines and Texas Education Agency Financial Accountability System.
11. Ensure that all required filings from all governmental, grant, and regulatory agencies are submitted timely.
12. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience, and
- 10+ years of progressive experience in one or more of the following areas: accounting, audit, funds management or grants reporting, or finance, and
- 6+ years of progressive leadership experience to include:
 - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
 - Coaching, Mentoring, Developing, and Performance Managing employees or teams.
- Experience in preparation of an Annual Comprehensive Financial Report (ACFR) or comparable private sector annual financial report.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant.

Preferred Requirements

- Master's Degree from an accredited college or university in Business Administration or related Business field
- Certified Public Accountant (CPA) Licensure
- 5+ years of successful experience in business management in a school district within the last 8 years.
 - 3 years must be in one or more of the following areas: accounting, audit, funds management or grants reporting, or finance.

Knowledge, Skills & Abilities

- Demonstrated knowledge of Governmental Accounting and Financial Reporting
- Demonstrated knowledge of Governmental entity procurement processes and compliance
- Demonstrated knowledge of Local, State, EDGAR and other Federal compliance requirements and regulations
- Strong communication and group facilitation skills
- Strong organizational skills
- Demonstrated ability to work collaboratively with multiple departments and agencies
- Demonstrated ability to motivate staff members
- Demonstrated ability to direct the efforts of the staff to focus in organization priorities
- Demonstrated ability to allocate resources efficiently and effectively

Working Conditions



Job Description

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- Supervises assigned staff.

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____