

White Settlement ISD

Job Title: Director of Bonds and Financial Transparency – Part-Time Position (20 hours per week)

Reports to: Assistant Superintendent of Finance and Operations

Dept./School: Central Administration

Primary Purpose:

Coordinate and monitor the construction accounting policies, practices and procedures of the district. Perform all accounting, reconciling, and reporting of bond construction projects through the management of bond funds in the district's financial system to ensure financial integrity over the management of the bonds program. Act as a primary resource for facilities and construction personnel to provide information pertaining to project encumbrances, approvals, and payments. Assist with ensuring that all requirements for planning, spending, and accounting for bond funds are completed accurately and within all requirements of the law.

Assist with maintaining the current transparency awards and website postings to ensure financial transparency

Qualifications:

Education/Certification:

Bachelor's degree in a major in accounting or business/finance related field.

Experience in bond or construction accounting preferred.

Ability to analyze and evaluate accounting problems, develop data, and recommend improved procedures.

Must be able to multi-task in a fast-paced environment, work independently, and be a customer service-oriented self-starter.

Ability to use personal computer and software to develop spreadsheets, perform data analysis and develop and prepare reports.

Other requirements as set forth by District Administration.

Qualifications:

Knowledge of budgeting and accounting systems

Five years' experience in school district business and finance operations

Working knowledge of financial applications and accounting

Knowledge of project planning and construction principles

Ability to use software to develop spreadsheets and perform data analysis

Ability to implement policy and procedures

Ability to manage budget

Strong organizational, communication, public relations, and interpersonal skills

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Major Responsibilities and Duties:

Bond Management

1. Keep the Assistant Superintendent of Finance and Operations informed on all financial activity related to the bond.
2. Gain an understanding of the construction process in order to audit contracts, pay apps, invoices, identity discrepancies, and ensure the district is following state and local policies as well as district guidelines.
3. Develop and maintain construction accounting practices and procedures to ensure proper internal controls, reporting and compliance.
4. Maintain complete records for all construction projects including contracts, purchase orders, change orders and other documentation as needed.
5. Review purchase and contracts for compliance regarding bond referendums.
6. Maintain an account code structure in the General Ledger to coordinate account codes and specific project numbers to provide status of outstanding purchase orders.
7. Approve construction project payments, verify retainage and payment amount and process weekly/monthly draws.
8. Prepare and present comprehensive reports on all bond proceeds, interest income, encumbrances, expenditures, and balances.
9. Identify data elements needed by district leadership and develop and provide monthly bond reporting package (when requested).
10. Accumulate, monitor and analyze cash flow projections for bond projects
11. Monitor and record construction-in-progress.
12. Coordinate the recording of monthly rent collections and deposits to the general fund from real estate leases.
13. Prepare budget publications including the annual debt transparency report.
14. Maintain the construction progress schedule.
15. Assist with developing school board agenda items.
16. Assist in ensuring that accounting systems comply with applicable laws and regulations including the Texas Education Agency Financial Accountability Guide.
17. Communicate with Bond Auditor as needed – send documents to auditor for review and comment.

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18. Evaluate property and casualty insurance and communicate with property insurance provider on changes in needs and/or values.

Budget and Inventory

19. Assist in the preparation of the construction fund budget.
20. Develop and maintain the construction draw /cash flow schedule.
21. Invest bond funds according to district's investment policy to ensure the district is earning the maximum amount of earnings.
22. Review and request authorization for requests for payment from contractor(s) and designer(s).
23. Maintain a list of all payments made from bond money with details including date, check number, payee, purchase order number, amount, and description.
24. Maintain permanent bond files.

Policy, Reports, and Law

25. Assist with compliance with bond rules and regulations.
26. Complete periodic reports of construction projects progress and prepare presentations to present to the Board of Trustees.
27. Compile, maintain, and file all reports, and other documents required including coordinating the storage and handling of construction documents.
28. Maintain safety standard in conformance with federal, state, and insurance regulations.
29. Follow district safety protocols and emergency procedures.

Purchasing and Inventory

30. Process purchase orders for construction contracts and expenditures.
31. Assist with maintaining the fixed asset list including adding new renovations and fixed assets.
32. Assist with the process of selecting a procurement method for each project. This includes development and release of the Request for Qualifications (RFQ) and/or Request for Proposal (RFP).
33. Oversee the preparation of bids and bid specifications. Receive and analyze bid proposals and prepare written recommendations.

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Financial Transparency

34. Assist with updating all financial transparency information on the WSISD website for the Texas Transparency Stars awards for Traditional Finances, Debt Obligations, and Contracts and Procurement.
35. Ensure the Debt Transparency Report per House Bill 1378 is posted on the website in a timely manner.
36. Ensure that all financial required posting are complete and posted in a timely manner.
37. Complete and submit the Budget Book to the Association of School Business Officials International (ASBO) each year for award consideration.
38. Assist with the Annual Comprehensive Financial Report (AFAR) report preparation each year.
39. Submit the AFAR to ASBO each year for award consideration.
40. Submit the AFAR to the Governmental Financial Officers Association (GFOA) each year for award consideration.
41. Assist with implementing a fraud hotline within the district.

Other Responsibilities

42. Assist Director of Business as needed.
43. Assist Superintendent's secretary with Booster Club/PTA/PTO reporting and compliance.
44. Assist business department with the fiscal year-end audit.
45. Any other duties assigned.

Supervisory Responsibilities

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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