HIGHLAND PARK ISD

Office *of* Human Resources

Job Title: School Finance Accountant

Exemption Status/Test: Exempt

Reports to: Director of Business Services

Pay Grade/Days: 226 days/Professional 1

Dept./School: Business Services

Date Revised: September 2025

PRIMARY PURPOSE:

The School Finance Accountant ensures the accuracy, integrity, and compliance of the district's financial records by maintaining the general ledger, preparing reports, and supporting sound financial practices in alignment with GAAP standards.

QUALIFICATIONS:

Education/Certification:

Bachelor's Degree in Accounting, Finance, or related field
Master's Degree (preferred)
CPA or CMA (preferred)
TASBO certification (preferred)

Knowledge/Skills/Abilities:

Strong knowledge of GAAP established by the Governmental Accounting System Board, for instance, GASB 34, GASB 87, GASB 96, and GASB 101
Knowledge of the Texas Education Agency (TEA) Financial Accountability Resource Guide (FASRG), especially the accounting code
Knowledge of accounts payable/receivable, payroll, accounting, budgeting, and purchasing. Understand the integrated relationships among these processes.
Knowledge and ability to perform bank reconciliation and accounts reconciliation
Knowledge of computerized accounting systems, Skyward, Oracle, or Frontline
Ability to analyze and interpret financial data, evaluate accounting problems, and recommend improved procedures
Advanced MS Excel skills, including VLOOKUPs and pivot tables
Effective organizational, communication, and interpersonal skills
Excellent research and analytical skills

Experience:

Five years of experience in the private sector accounting OR three years of school accounting experience (preferred)

MAJOR RESPONSIBILITIES AND DUTIES:

Accounting:

1. Perform monthly A/R tasks, issue invoices, and enter cash receipts
2. Prepares monthly journal entries and budget transfers as needed
3. Review the Travel requisition to ensure compliance with District policies and Federal/State requirements

4. Performs the monthly bank reconciliation for the general fund, payroll, debt service, and investment accounts.
5. Assists with the reconciliation of balance sheet and/or general ledger accounts related to various funds and prepares entries to balance those accounts.
6. Monitor the integrity and accuracy of general ledger transactions and communicate the need for research or corrections.
7. Provide direction and assistance to departments and campuses regarding accounting policies, procedures, and efficient internal controls. Provide financial services and information to department/campus personnel.
8. Assists in the preparation of the audit workpaper and ACFR (Annual Comprehensive Financial Report).
9. Assists with the periodic accounting review and analysis at the organization and district-wide level.
10. Record, compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records and financial statements.
11. Analyze information, produce error-free accounting reports, and present their results.
12. Assist the department in establishing, maintaining, and updating accounting procedures and processes to strengthen internal controls
13. Test any new updates to the Skyward system and other accounting software to ensure proper processes and internal controls are established.
14. Perform other duties as assigned.

Other:

15. Maintain confidentiality.
16. Follow district safety protocols and emergency procedures.

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
Motion: Repetitive hand motions including 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
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

---

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____