



DeSoto ISD Job Description

Job Title: Director of Accounting

Reports to: Chief Business Officer

Dept./School: Financial Services

Pay Grade: Administrative/Professional 06 **Contract Days:** 226

Wage/Hour Status: Exempt

Revision Date: July 2026

OUR VISION

To inspire curiosity and consciousness, develop character, build courage, and nurture compassion

OUR MISSION

To ensure students, without exception, learn and grow at their highest levels

OUR VALUES

Every Student

We hold an unwavering belief that every student can achieve success and our students' best interests drive our decisions, actions and behaviors.

Unconditional Belonging

Together, we are responsible for cultivating a community where everyone feels they belong and are respected, cared for and safe.

Courageous Learning

We seek growth, challenge and innovation and embrace risk-taking as a necessary part of every person's learning journey.

Relentless Equity

Each person has access to the resources and opportunities that meet their individual needs in a way that allows them to leverage their greatest strengths.

Collective Excellence

We foster integrity, accountability and hold high expectations of ourselves as we support each other and collaborate towards our vision.

Community Greatness

We are grounded in our connection, pride and partnerships with our communities. Through our collective strength, we support people to do and be their best.

Primary Purpose:

This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements.

Qualifications:

Education/Certification:

Bachelor's degree in business or related field (REQUIRED)

Master's degree in business or related field (REQUIRED)

Texas Association of School Business Officials certification (Preferred)

5 years' experience working with school district finance or equivalent combination of education and overall Finance and or accounting management experience.

Special Knowledge/Skills:

Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB).

Knowledge of computerized accounting systems.

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

Ability to use software to develop complex accounting reports, spreadsheets, and databases.

Some familiarity with financial investment market and investment practices for public school districts.

Possess effective organizational, communication, and interpersonal skills.

Experience:

Five years accounting management experience at a high level of responsibility with a high performing team.

Major Responsibilities and Duties**Administrative**

- Actively seek out professional development activities designed to improve performance in identified needed areas for self and team.
- Perform duties to create a working, collaborative and teambuilding environment.
- Work with administrators, principals, directors, and staff regarding accounting issues.
- Follow district safety protocols and emergency procedures.
- Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements.
- Ensure all bank statements are filed in department electronic file as well as submitted for investment reporting.
- Supervise accounting team.

General Accounting

- Maintain an adequate system of accounting records, and set of controls to mitigate risk, enhance the accuracy of the company's reported financial reports, and ensure that reported results comply with generally accepted accounting principles (GAAP).
- Implement and maintain accounting procedures to ensure legal, accurate, and timely processing of all transactions posted to the general ledger.
- Perform periodic accounting review and analysis at the organizational and district- wide levels.
- Complete and oversee the preparation of monthly bank reconciliations.
- Responsible for recording all cash disbursements created through ACH or wire transactions including debt service payments.
- Support and execute month end close to assure timely, accurate, and complete periodic accounting records
- Oversee and verify accuracy of journal entries by serving as final approver of the preparation of data for journal entries.
- Monthly and annual general ledger reconciliation of assigned balance sheet accounts.
- Ensure appropriateness of account code structure in according to FASRG.

Grant Accounting/Special Revenue Accounting

- Manages accounting records for district grants, special revenue, facility rentals and local donations.
- Prepare and oversee monthly and year end reconciliations for grant revenue and expenditures.
- Calculate and record direct and indirect revenue for all grant and special revenues.
- Responsible for the drawdown and/or invoicing of reimbursements for grants and special revenue funding.

Financial Transactions

- Oversee capital assets and depreciation by maintaining and updating fixed assets throughout the year.
- Calculate and record depreciation and/or amortization of all fixed assets acquired by the District.
- Responsible for transfer and disposal of fixed assets.

Cash Receipts

- Supervise the recording of tax collections including current and prior levies and attorney fees.
- Responsible for the daily recording of all ZBA transactions.
- Responsible for recording all facility rentals, RevTrak deposits, athletic ticketing portal, and other local donations.
- Organize accounting function to record cash receipts from federal, state, and local sources in a timely and accurate fashion.
- Lead proper recording and reporting of student activity/enrichment funds transaction.

PEIMS

- Responsible for ensuring accurate accounting records for PEIMS submission II – Actuals while eliminating all fatal account code combinations.
- Provide timely submission of accounting records to the PEIMS Department.

Financial Reporting

- Serve as liaison with the external auditors to ensure thorough, accurate, and timely annual audit.
- Support the preparation of the district's annual audit in compliance with local, state, and federal requirements to ensure the financial position of the district is fairly stated and in conformity with generally accepted accounting principles.

People Management

- Assign work to Staff Accountant and other employees engaged in accounting activities.
- Direct, train, evaluate, reorganize, and replace staff as necessary to structure internal control, provide cross training, and succession planning.
- Other duties as assigned

Supervisory Responsibilities

Staff Accountant

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors: Must maintain emotional control and exercise reasoning and problem-solving skills while under stress. Must demonstrate the ability to communicate effectively (verbal and written). Should be able to interpret procedures and analyze data for decision-making. Frequent in-district and occasional in-state or national travel. Occasional prolonged and irregular hours..

Safety: Contribute to the prevention of accidents and injuries by observing safety rules and District policy, practicing the principles and skills taught in safety training, reporting injuries and incidents immediately to a supervisor, and being proactive in maintaining workplace safety.

Approved by Date _____

Reviewed by Date _____