



La Joya Independent School District  
**Business, Finance & Administrative Services**  
200 West Expressway 83  
La Joya, Texas 78560  
Telephone (956) 323-2052

**School Board**  
*Julian Alvarez III, President*  
*Anita Chavez, Vice-President*  
*Alyssa Peña, Secretary*  
*Celso Gomez Jr., Member*  
*Rosalva Hernandez, Member*  
*Dr. Carlos Margo, Member*  
*Jessica Ochoa, Member*

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### **JOB DESCRIPTION**

**Job Title: Comptroller**

**Wage/Hour Status: Exempt**

**Reports to: Chief of Business, Finance & Administrative Services**

**Pay Grade: 8**

**Dept./School: Business, Finance & Administrative Services**

**Initiated Date: March 2025**

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### **WHO WE ARE**

La Joya Independent School District (ISD) is committed to excellence for students and our community. We have a strong, 100-year, legacy in the Rio Grande Valley. The district's vision - Educational Excellence: The Right of Every Student - conveys our urgent focus on students.

Our work is rooted in five district priorities, which require collaboration and deep commitment to supporting one another as we serve the community.

1. Customer Service
2. Trust & Transparency
3. High-Quality Instruction
4. Excellence in Leadership
5. Integrity & Accountability

We are focused on ensuring every student in La Joya ISD has access to a high-quality, best-fit, schools as we work to improve from a B-district to an A-rated district. We serve more than 22,000 students in more than 30 schools and span six municipalities, covering more than 220 square miles.

### **WHO WE ARE LOOKING FOR**

We are seeking an individual who can lead a department with not only strong leadership, but with the knowledge and expertise necessary to successfully organize, direct, and oversee the accounting, purchasing and accounts payable functions of the District. This individual will analyze financial and technical reports, interpret and evaluate staff reports, study and apply applicable laws, regulations, and codes, be responsible for identifying solutions for complex financial and administrative issues, explaining, interpreting and applying District and department policies and procedures.

### **WHY LA JOYA ISD**

You will be joining a district that is building on a legacy of achievement while rapidly improving and creating systems to reach new heights for student outcomes and improving the overall operational efficiency and effectiveness of the District. You will receive intentional, targeted support in your important roll in serving the Business, Finance and Administrative Services Department of the District. We are also a district focused on continuous improvement and rigorous analysis of the policies and procedures we have in place to ensure that the financial and business operations of the District are transparent to the public and in keeping with generally acceptable accounting principles.

## **Minimum Required Qualifications**

- **Education:**
  - Bachelor's degree from an accredited college or university in Accounting, or a-related field;
  - Master's degree in a relevant field preferred.
- **Certification/License:** Valid CPA License preferred.
- **Experience:**
  - 5 years' experience in Financial Management, Fund Accounting/School District experience.

## **Knowledge, Skills & Abilities**

- Knowledge of federal, state, and local school accounting regulations.
- Knowledge of theory and practice of accounting and auditing, including governmental, tax and school accounting and auditing; grant financial reporting; budgetary controls; payroll/personnel systems; and financial reporting.
- Skill in collecting, organizing and analyzing complex and/or technical data.
- Skill in completing assignments accurately and with attention to detail.
- Ability to direct and coordinate diversified activities through lower-level managers.
- Ability to perform complex mathematical calculations.
- Ability to work with others under pressure and adhere to tight timelines.
- Ability to use software to create spreadsheets, databases, and do word processing.
- Ability to use software to access databases, email, create spreadsheets, and do word processing.
- Ability to organize and coordinate work.
- Ability to engage in self-evaluation with regard to performance and professional growth.

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **General:**

1. Oversee and ensure the accuracy, transparency, and integrity of all financial activities, including accounting, purchasing, and accounts payable, in compliance with federal, state, and local regulations.
2. Foster and maintain strong working relationships with administrators, campus principals, department heads, coworkers, and staff to ensure collaboration and exercise considerable initiative and sound judgment in the overall operation of the department.
3. Monitor and manage the district's financial operations, ensuring adherence to internal controls, budgetary compliance, and best practices.
4. Organize, write, and present complex reports and presentations, both orally and in writing, with logical and actionable recommendations.
5. Develop, implement, and maintain sound financial policies and procedures that support the district's fiscal stability and long-term goals.
6. Knowledge of federal, state, and local policies, rules, and regulations surrounding the areas of accounting, purchasing, and accounts payable.
7. Supervise, mentor, and evaluate staff within the accounting, purchasing, and accounts payable departments, ensuring efficiency, accuracy, and professional development, maintaining a team that promotes the District's mission and vision.
8. Develop, implement, and maintain sound financial policies and procedures that support the district's fiscal stability and long-term goals.

9. Provide training and guidance to staff, administrators, and principals on financial policies, internal controls, and compliance requirements to implement best practices within the department.
10. Assign work activities and projects, monitor workflow, and review and evaluate work products.
11. Manage the annual budgets for the accounting, purchasing, and accounts payable departments.
12. Conduct internal audits of the accounting, purchasing, and accounts payable processes and procedures and take corrective action when necessary.
13. Lead the preparation for all audit work with internal and external auditors to ensure successful and timely completion of audits, including the Annual Comprehensive Financial Report and Single Audit. This includes striving to obtain Certificates of Achievement for Excellence in Financial Reporting Awards from various agencies and a superior achievement rating issued by the Financial Integrity Rating System of Texas.
14. Maintain accurate and up-to-date accounting, purchasing and accounts payable records and reports.
15. Attend Board meetings as requested by the Chief of Business, Finance and Administrative Services and prepare Board reports and Board agenda items as requested by the Superintendent and/or Chief of Business, Finance and Administrative Services.

#### **Accounting:**

16. Experience in accounting principles and practices and the ability to manage, direct and oversee the district's general ledger in accordance with generally acceptable accounting principles (GAAP) and district policies and procedures.
17. Oversee the accurate and timely preparation of monthly, quarterly and annual financial reports, including income statements, balance sheets, consolidated statements, cash flow statements and other statements and reports for all fund types as reported in the Annual Comprehensive Financial Report.
18. Oversee the month-end close (and year-end close) process reconciling all financial transactions for that period.
19. Proven experience in the Public Education Information Management System (PEIMS), not only in reporting data into PEIMS but also understanding all reports generated from said system.
20. Review and verify accuracy of journal entries, accounting methods, and procedures in accordance with GAAP, GASB and TEA's Texas Financial Accountability Recourse Guide.
21. Experience in seeking eligible reimbursements through the School Health and Related Services (SHARS) program and Medicaid Administrative Claiming (MAC) program, together with the ability to file the annual SHARS Cost Report.
22. Experience in working with Credit Agencies, Bond Counsel and Financial Advisors and in completing the annual Disclosure Statement.
23. Experience with the reporting and other requirements contained in the Public Funds Investment Act, with cash and investment portfolio management, and with debt service management practices.
24. Complete the required periodic training to be one of the District's Investment Officers.
25. Oversee the Accounting Supervisor and the duties and responsibilities assigned to that individual.

#### **Purchasing:**

26. Oversee purchase of materials and equipment for the district by competitive bids, competitive sealed proposals, requests for proposals, government catalog contract purchases, informal quotations, and negotiations following established district policies and procedures and in compliance with state and federal purchasing rules and regulations.

27. Oversee preparation of all bidding documents, including notice and instructions to bidders, specifications and scope of work, and form of proposal.
28. Oversee the evaluation of formal bids and make recommendations for the awarding of contracts to Chief of Business, Finance and Administrative Services for Board of Education approval, when required.
29. Manage vendor relationships and, where necessary, resolve vendor inquiries.
30. Oversee the Purchasing Supervisor and the duties and responsibilities assigned to that individual.

#### **Accounts Payable:**

31. Oversee the daily operations of the accounts payable department, ensuring accurate and timely processing of invoices and payments in compliance with district policies and procedures.
32. Oversee Purchase Order reports to ensure purchases do not exceed the Purchase Order amount and/or the dollar amount of goods and/or services received by and paid to a vendor(s) does not exceed the aggregate amount required for Board of Education approval.
33. Resolve, when necessary, any accounts payable issues or discrepancies.
34. Oversee the Accounts Payable Supervisor and the duties and responsibilities assigned to that individual.

#### **Other Duties:**

35. Work in conjunction with the Executive Director of Payroll and Benefits and the Executive Director of Budget, Grant Programs and Risk Management for the overall efficiency and effectiveness of the Business and Finance Department.
36. Perform other duties as assigned.

#### **Safety:**

- Performs preventive maintenance on tools and equipment and ensures equipment is in safe operating condition.
- Follows established safety procedures and techniques to perform job duties including lifting and climbing; operates tools and equipment according to established safety procedures.
- Corrects unsafe conditions in work area and promptly reports any conditions that are not immediately correctable to supervisor.

#### **Supervisory Responsibilities**

- Selects, trains, supervises, and evaluates staff, and makes recommendations relative to assignment, retention, discipline, and dismissal.

#### **Personal Work Relationships**

- All La Joya ISD employees must maintain a commitment to the District's mission, vision, and strategic goals.
- Exhibits high professionalism, standards of conduct and work ethic.
- Demonstrates high quality customer service; builds rapport/relationship with the consumer.
- Demonstrates cultural competence in interactions with others; is respectful of co-workers; communicates and acts as a team player; promotes teamwork; responds and acts appropriately in confrontational situations.

### Travel Requirements

- Travels to school district buildings and professional meetings, as required.

### Physical & Mental Demands, Work Hazards

- **Tools/Equipment Used:** Standard office equipment, including computer and peripherals.
- **Posture:** Prolonged sitting and standing; occasional stooping, squatting, kneeling, bending, pushing/pulling, and twisting.
- **Motion:** Frequent repetitive hand motions, including keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** Works in an office setting; may require occasional irregular and/or prolonged hours.
- **Attendance:** Regular and punctual attendance at the worksite is required for this position.
- **Mental Demands:** Maintains emotional control under stress; works with frequent interruptions.

### Position Working Days:

226 Days

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive description of all work requirements and responsibilities, and management reserves the right to revise the job description or require that other responsibilities be performed when the job changes. Additionally, the minimum level of education notated as a requirement could be supplemented by commensurate experience and/or certification(s) or license(s) as determined by the hiring manager.

Employee's Signature: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Employee's ID: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_