



La Joya Independent School District
Business, Finance & Administrative Services
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School Board
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JOB DESCRIPTION

Job Title: Deputy Chief of Business and Finance

Wage/Hour Status: Exempt

Reports to: Chief of Business, Finance and Administrative Services

Dept./School: Business, Finance & Administrative Services

Initiated Date: September 2025

WHO WE ARE

La Joya Independent School District (LJISD) is committed to the success of every student and staff member. With a century-long tradition of excellence in the Rio Grande Valley, we are proud to serve over 22,000 students across more than 30 campuses. Our mission—**Educational Excellence: The Right of Every Student**—drives our work every day.

We are grounded in five district priorities:

1. Excellence in Leadership
2. Empowered Graduates
3. Thriving Students
4. Community Trust, Unity, and Partnership
5. Operational Excellence and Financial Stability

We believe that attracting, developing, and retaining high-quality talent is essential to student success.

WHO WE ARE LOOKING FOR

La Joya ISD seeks a strategic and equity-driven financial leader to serve as Deputy Chief of Business and Finance as the district's second-in-command for financial operations, providing executive leadership for budget, accounting, risk management, and internal controls. Reporting directly to the Chief of Business and Finance, the Deputy Chief ensures operational excellence, transparency, and fiscal stewardship across critical business systems.

This role is responsible for strengthening compliance, guiding long-term financial planning, and supporting execution of the district's strategic priorities through data-informed resource allocation.

We are looking for someone who:

- Brings **deep expertise in Texas public school finance** and can anticipate shifts in enrollment, state funding, and local tax dynamics.
- Has a proven record of **aligning financial practices** to a district's mission and strategic plan while maintaining accountability and transparency.
- Is a strong communicator who can **translate complex financial data into clear insights** for the Superintendent, Cabinet, Board, and community.

- Demonstrates **uncompromising integrity** in managing public funds.
- **Builds capacity** across the business and finance team, mentors' leaders, and establishes a culture of service and accountability.
- Has the courage to **lead systems change** and the discipline to **ensure compliance** with all federal, state, and local requirements.
- Has a deep appreciation for the community, culture, and values of La Joya ISD and is committed to elevating the district as a **state and national model** for financial stewardship and innovation.

WHY LA JOYA ISD

La Joya Independent School District is more than a workplace—it's a community grounded in pride, tradition, and purpose. Located in the heart of the Rio Grande Valley, La Joya ISD serves over 22,000 students across 30 campuses, with a steadfast commitment to *Educational Excellence: The Right of Every Student*.

We are a district on the move—recognized across the state for our innovation in instructional leadership, nationally designated dual language programs, and award-winning extracurricular and athletic achievements. La Joya ISD continues to lead in progressive initiatives such as:

- **Strategic use of financial forecasting, enrollment analysis, and budget modeling** to anticipate challenges and support long-range planning.
- **Streamlined business services** that prioritize customer service, efficiency, and accuracy across budget, purchasing, and grants management.
- **Ongoing commitment to strengthening internal controls**, ensuring compliance, and protecting district assets.
- **Community-centered leadership** that listens to stakeholders and reflects the culture, values, and aspirations of our families and staff

As an anchor institution in the Rio Grande Valley, La Joya ISD offers leaders the opportunity to make a lasting impact on students' lives while helping shape the future of public education in Texas.

This is a place where high expectations meet strong support—and where transformational leaders thrive.

QUALIFICATIONS

- **Education/Certification**
 - Master's degree in business administration, accounting, finance, public administration, or related field (required).
 - Certified Public Accountant (CPA), or TASBO Registered Texas School Business Official (RSTBO) certification (preferred).
- **Experience:**
 - Minimum 7 years of progressive financial leadership experience, preferably in Texas public schools.
 - Demonstrated success in budget development, forecasting, and complex operations management.
 - Experience in building capacity among staff and administrators.

KNOWLEDGE, SKILLS & ABILITIES

- Deep understanding of Texas public school finance, budget development, and fiscal forecasting

- Knowledge of TEA regulations, FASRG, EDGAR, Uniform Guidance, and TEC Chapter 44 purchasing requirements
- Proficiency in federal and state grants management, fund accounting, and risk mitigation
- Skill in supervising teams, managing cross-functional projects, and fostering a culture of compliance
- Ability to communicate complex financial information to diverse audiences
- Familiarity with enterprise financial systems and public procurement law

MAJOR RESPONSIBILITIES AND DUTIES

Financial Leadership and Strategy

- Support the Chief in developing and executing long-range financial strategies aligned to the district's mission, strategic plan, and state/federal mandates.
- Lead long-term financial forecasting and scenario planning to anticipate enrollment trends, state funding changes, and local tax base dynamics.
- Ensure effective alignment of financial resources with the district's strategic plan and student achievement priorities.
- Monitor fiscal health indicators and recommend proactive adjustments based on enrollment shifts, legislative changes, and economic conditions.
- Ensure cross-departmental alignment of financial processes with student achievement goals
- Ensure that financial operations across the division comply with TEA's Financial Accountability System Resource Guide (FASRG), EDGAR, and federal/state regulations.
- Participate in Executive Leadership and Division-level meetings to support strategic decision-making

Financial Operations and Compliance

- Ensure compliance with federal, state, and local regulations, including the Texas Education Agency (TEA) Financial Accountability System Resource Guide (FASRG).
- Oversee annual financial audits, state compliance reviews, and internal monitoring processes.
- Lead the implementation of internal controls to safeguard assets, ensure data accuracy, and promote financial integrity
- Lead efforts to evaluate and address enterprise risk, including insurance coverage, loss control, claims, and risk assessments.

Capital and Resource Management

- Support planning, financing, and oversight of bond programs, capital projects, and facility investments.
- Support staffing model evaluations and resource allocations based on enrollment and facility use.
- Collaborate with Operations and Human Capital leaders on cost modeling and compensation strategies.

Leadership and Collaboration

- Directly supervise multiple departments and units within the Office of Business and Finance, including:
 - Accounting
 - Budget
 - Payroll

- Risk Management
- Provide coaching, feedback, and professional development to promote staff growth and accountability.
- Ensure cross-functional collaboration and accountability among teams to meet timelines, compliance requirements, and strategic goals.

Other Duties:

- Serve as a thought partner to the Chief and Superintendent's Cabinet on districtwide financial strategy.
- Represent the district with integrity and professionalism in interactions with auditors, regulatory agencies, and community members.
- Collaborate with others in the Division to ensure alignment across budgeting, payroll, grants, and financial reporting operations.
- Perform other job 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 the work area and promptly reports any conditions that are not immediately correctable to the 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:** _____