



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
r. Rosalva Hernandez, Member
Dr. Carlos Margo, Member
Jessica Ochoa, Member

JOB DESCRIPTION

Job Title: Executive Director of Budget, Grant Programs & Risk Management

Wage/Hour Status: Exempt

Reports to: Chief of Business, Finance & Administrative Services

Dept./School: Business, Finance & Administrative Services

Initiated Date: March 2025

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 supervise the District's budget, grant and risk management programs, ensuring that all activities are effective, efficient and in compliance with all state and federal requirements and Board policies. This also includes the monitoring and possible amendments to approved budgets and grant applications and working with district personnel on budget management. 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 role 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 accredited college or university in accounting, financial management or a related field required;
 - Master's degree from accredited college or university in accounting, financial management or a related field preferred.
- **Certification:**
 - Certified Public Accountant (CPA), or other professional certification, preferred.
- **Experience:**
 - 5 years' experience in budget, accounting, auditing, or finance.

Knowledge, Skills & Abilities

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of Texas Education Agency standards for financial accounting and reporting.
- Knowledge of federal, state, and local school accounting regulations.
- Knowledge of property tax operations and Texas property tax laws.
- Knowledge of applicable federal and state laws regarding education and students.
- Skill in program management, evaluation, program planning, program development, implementation, and evaluation.
- Skill in complex problem solving; identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Skills in public relations, organizational development, communications, and interpersonal relations.
- Ability to create a comprehensive short- and long-term strategy for the District.
- Ability to work in a team environment, to capitalize on strengths of team members, and to motivate/guide team members toward the accomplishment of a common goal/vision.
- Ability to analyze and perform mathematical and statistical calculations with accuracy.
- Ability to handle confidential information with absolute discretion.
- Ability to create, analyze, coordinate, and disseminate highly technical information.

MAJOR RESPONSIBILITIES AND DUTIES

General:

1. Oversee the development and management of the district's budgeting process, ensuring the efficient allocation of federal, state, and local funds to meet the district's community needs and priorities.
2. Direct the administration of various funding sources to optimize resources and enhance student achievement.
3. Provide oversight on school district insurance programs and policies, including self-insured programs for workers' compensation and unemployment benefits.
4. Foster and maintain strong working relationships with administrators, campus principals, department heads, coworkers, and staff to ensure collaboration, exercise considerable initiative and good judgment in the overall operation of the department.

5. Organize and deliver reports and presentations to Cabinet, Board of Education, stakeholders, and the public with clear, data-driven recommendations.
6. Ensure compliance with federal, state, and local policies, regulations, and best practices related to budgeting, grants, and risk management.
7. Build and lead effective teams to drive the district's fiscal strategy and support the district's mission and vision.
8. Provide department and school staff with both oral and written instructions regarding the interpretation of district local policies, state and federal regulations, and other requirements in order to implement best practices for internal controls within the department.
9. Develop, implement, and revise budgeting, grant, and risk management policies and procedures.
10. Assign and oversee budgetary tasks, monitor workflow, and evaluate financial performance across the departments under supervision.
11. Manage and oversee the department's annual budget to ensure financial stability and responsible fiscal planning.
12. Conduct internal audits of the department's processes and procedures and take corrective action when necessary.
13. Ensure compliance with internal and external audit requirements and assist in gathering the information required for the preparation of the District's annual financial audit and single audit.
14. Maintain accurate and up-to-date budget, grant, and risk management 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.

Budget:

16. Oversee the creation, adoption, implementation, and monitoring of the annual District budget, Food Service budget and Debt Service budget, as required by law.
17. Oversee inventories of employee positions/position control.
18. Perform budget to actual revenue and expenditure analyses; provide recommendations to the Chief of Business, Finance and Administrative Services.
19. Create an annual budget calendar for Board of Education approval.
20. Participate in Board Budget Workshops to obtain feedback from the Board of Education during the budget process.
21. Conduct financial forecasting and oversee the development of a long-range financial plan for the District.
22. Proven experience in utilizing the Texas State Aid Template to calculate and monitor state aid throughout the year.
23. 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 in order to properly forecast, monitor and optimize State aid throughout the year.
24. Experience in determining net taxable property values to calculate and determine annual Maintenance & Operations and Interest & Sinking Tax rates, as well as in determining State aid.
25. Experience in creating and posting all necessary public notices prior to the adoption of the annual budget and tax rates.
26. Oversee the Budget Supervisor and their assigned duties and responsibilities.

Federal, State and Local Grants:

27. Oversee the identification and pursuit of federal, state and local grant funding opportunities that align with the District's priorities.
28. Oversee the entire grant lifecycle from proposal development to post-award management and reporting.
29. Ensure compliance with all federal, state and local grant regulations and requirements and monitor grant expenditures, drawdowns and track progress against budget.
30. Oversee the preparation, submission and close out reports to funding agencies
31. Identify and mitigate potential grant compliance risks.
32. Monitor the spending percentages required by weighted state funding by Program Intent Code, as applicable.
33. Oversee the annual Single Audit over selected federal grant programs and create and monitor Corrective Action Plans, if required.
34. Oversee the Grants Coordinator and the duties and responsibilities assigned to that individual.

Risk Management:

35. Oversee the management strategies to eliminate or mitigate risk and financial exposure from auto liability, general liability claims, property and casualty claims, workers' compensation and unemployment claims and any other claims for which the District is insured or self-insured.
36. Oversee the development of process, policies and procedures to manage claims and monitor losses effectively.
37. Manage relationships with policy providers, third-party administrators, brokers and/or other consultants and to analyze claims data and trends to improve costs and improve services provided by outside companies or consultants.
38. Monitor fund balance reserves of the Internal Service Funds to adjust contributions to the funds in advance of the next budget cycle.
39. Oversee the Director of Risk Management and their assigned duties and responsibilities.

Other Duties:

40. Work in conjunction with the Comptroller and the Executive Director of Payroll and Employee Benefits for the overall efficiency and effectiveness of the Business, Finance and Administrative Services Division.
41. 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 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: _____