



**Job Title:** Construction and Investment Manager **Wage/Hour Status:** Exempt  
**Reports To:** Assistant Superintendent of Finance and Construction **Pay Grade:** Adm/Prof Pay Grade 2A (226 days)  
**Dept. /School:** Administration **Date Revised:** 09/28/2011

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**Primary Purpose:**

Coordinate and monitor the construction accounting policies, practices, and procedures of the school district. Coordinate and supervise the investment practices of the school district. Coordinate all cash management and banking activity of the school district.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in accounting or finance (minimum of 12 hours accounting)

**Special Knowledge/Skills:**

Extensive knowledge of fund or governmental accounting and investment practices  
Demonstrate organizational and analytical skills  
Knowledge of various personal computer software applications and financial electronic data processing systems

**Experience:**

Five years in accounting and/or investments. Experience with personal computers (Microsoft Office Suite) and financial electronic data processing systems.

**Major Responsibilities and Duties:**

**Construction Accounting:**

1. Maintain complete records for all construction projects, ensuring all budgets are current.
2. Establish an account code structure in the General Ledger to coordinate account codes and specific project numbers to provide project and fiscal costing.
3. Approve construction project payments, verifying retainage and payment amount, and enter electronic transfers for construction fund payments.
4. Maintain comprehensive multi-year accounting for all bond fund expenditures providing for the illustration of detailed expenditures by bond issue for each capital improvement project.
5. Provide information to contractors regarding status of payment and contracts.
6. Prepare and present comprehensive reports on all bond proceeds, interest income, encumbrances and expenditures.
7. Maintain and tract all arbitrage to minimize liability.

**Cash Management:**

8. Accumulate and analyze cash flow information.
9. Schedule investments and coordinate security maturities with projected expenditure requirements.
10. Select and purchase investment grade securities for the District in accordance with the laws of the State of Texas. Maintain compliance with Texas Education Agency regulations and policy of the Board of Trustees.
11. Compute investment earnings and prepare necessary schedules and reports.
12. Bid depository services and negotiate contract with area banks.
13. Assist accounting in reconciling areas of cash management within the general ledger.
14. Analyze school district cash handling and investment practices or procedures making recommendations to the administration for improvements to enhance the District's cash assets and security.
15. Monitor arbitrage rebate requirements and investments related to bond sales.
16. Assist in the physical transport of deposits from the District business office to the depository bank.
17. Learn and follow all laws and board policy regarding school district investment practices and maintain adequate documentation to verify compliance.
18. Coordinate the transfer of receipts from the County Tax/Collector to District investment accounts.
19. Initiate wire transfers and otherwise facilitate the necessary transactions to move cash in and out of District depository and investment accounts.
20. Maintain accurate records regarding the District's bonded debt reflecting current paying agents and debt maturity schedules. Initiate payment of all District bond payments.
21. Supervise the custodial safekeeping of all securities purchased or sold by the District and held in book entry form by the District's safekeeping institution.
23. Establish and prepare presentations for monthly/quarterly meetings as required under law for the District investment program.

**Budget Operations:**

24. Provide budgets for all capital improvements projects related to bonds.
25. Research; analyze budget and accounting related problems.
26. Help complete surveys and reports.
27. Help in annual budget process.
28. Help in the developing budget publications, reports, and information for the annual audit report.
29. Assist accounting with the fiscal yearend audit.

**Tax Operations:**

30. Compile tax collection data and prepare reports.
31. Maintain compliance with inter-local government agreements regarding tax collections and remittance.
32. Prepare and document the transfer of funds to the Tarrant County Education District or successor in interest.
33. Other duties as assigned.

**Equipment Used:**

Computer, printer, calculator, copy machine, typewriter, binding machine, fax machine, telephone, scanner, etc.

**Supervisory Responsibilities:**

None

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain control under stress; ability to complete assigned projects within limited timeframe. Occasional district travel; frequent prolonged and irregular hours.

Repetitive hand motions; prolonged use of computer

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*