



Job Title: Assistant to the Treasurer

Department: Finance / Treasurer's Office
Reports To: Director of Finance/Treasurer
Grade: CA-16
Number of Days: 12 Months
Security Access: ESC
Overtime Status: Exempt
Last Revised Date: July 6, 2015

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Processes daily cash and investment transactions of the District, including wires, ACH transmittals, transfers of cash, and other items. Supervises the Treasury Office clerical personnel. Primary invoicing for rental properties and other services.

Minimum Qualifications:**Education:**

- High school required; some college preferred

Specialized Knowledge, Licenses, etc.:

- Demonstrated knowledge of Districts cash management and investment practices, experience with deposit collateral practices, ability to supervise and assist technical/clerical staff

Experience:

- Minimum five years similar experience

Specific Training/Skills:

- Experienced with "Net Connect", TPS Financial Control system, Revenue accounting for TPS and OCAS
- Teller balancing and accounting posting and balancing skills essential; supervisory experience with technical/clerical staff essential

Physical Requirements:

- Lift file boxes, clean out vault, etc.

Other:

- Quick learner with aptitude for numbers, computers, cash handling, responsible, honest, self-motivator, team worker

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

Professional/Supervisory Duties:

- Processes bank and investment transactions at the direction of the Treasurer to maintain appropriate cash and investment levels
- Supervises the Treasury department accounting/clerical staff
- Handles operational problems which may arise
- Maintains knowledge of Walker MBA System and TPS OCAS Revenue Chart of Accounts
- Assists with preparation of the Treasurers Report to the School Board
- Monitors bank's pledged collateral amounts and processes transactions
- Serves as the primary operator of banking online computer system
- Updates office procedures to improve operations when applicable
- Displays ability to work collaboratively with others on a team
- Performs other tasks, duties, or services consistent with this position as assigned

Other Duties:

- Completes various reconciliations and reports each month
- Processes transfer money between various funds and accounts
- Works with supervisors of the accounting department to balance cash ledger against appropriate accounting department records at month s end
- Maintains excel files of cumulative warrants issued by fund and investment ledgers
- Works with staff to resolve accounting or balancing problems whenever needed

- Posts Accounts Receivable records for Non-TPS billings for property management, transfer fees, GED fees, Special Education transfer fees, and other miscellaneous accounts
- Invoices customers, posts payments, and handles all other matters pertaining to the operation of the system
- Backs up other staff
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned by Treasurer

Customer Contacts:

- *Internal:* other ESC personnel, school personnel when required
- *External:* banking personnel, SDE OCAS personnel, others as required

Supervisory Responsibilities:

- Supervises Treasury Office clerical personnel

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.