



Job Title: Director of Accounting

Department: Financial Services
Reports To: Chief Financial Officer
Grade: BG-12
Number of Days: 12 Months
Security Access: Education Service Center
Overtime Status: Exempt
Last Revised Date: October 19, 2018

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: Oversees the daily operations of general accounting, payroll, contracts accounting, accounts payable, fixed asset accounting and control, and financial reporting. Ensures compliance with the Board of Education's policies, district business policies and procedures, state and federal fiscal management laws and regulations, and generally accepted accounting standards. Develops and monitors districts' internal control plan.

Minimum Qualifications:**Education:**

- Bachelor's degree with accounting emphasis

Specialized Knowledge, Licenses, etc.:

- Certified Public Accountant

Experience:

- More than 10 years of experience directly related to the duties and responsibilities specified

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.

- Oversees the operations of general accounting, payroll, fixed asset accounting, construction accounting, financial reporting, and other duties assigned to this position, ensuring compliance with district policies and procedures as well as state and federal laws and regulations
- Manages, directs, and oversees special projects and assignments
- Directs development, maintenance, and execution of fiscal policies, accounting, and internal financial controls of the district
- Oversees the preparation of financial statements and reports for internal and external use as well as for audit purposes
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; recruits, employs, trains, supervises, and evaluates unit staff of 31 employees
- Oversees the district's external audits, implements corrections and improvements as required
- Performs periodic cost and productivity analyses
- Represents the District to various government agencies, funding agencies, media, employees, and/or the general public/local community
- Recommends and participates in the development of district policies and procedures, may serve on district planning and policy-making committees
- Displays ability to work collaboratively with others on a team
- Performs other tasks as assigned by Chief Financial Officer

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of financial recordkeeping procedures, laws, regulations, and standards
- Ability to develop and implement effective fiscal/accounting policies and financial controls
- Knowledge of federal regulation, law, and auditing requirements
- Ability to plan, implement, and direct a varying range of accounting and associated information systems projects and initiatives
- Knowledge of school district and/or public auditing policies, standards and procedures
- Ability to evaluate and assess the financial viability and legality of contract, grant, and/or financial award arrangements
- Knowledge of government financial reporting requirements and standards

- Knowledge of district and audit requirements for the provision of financial information
- Ability to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections

Supervisory Responsibilities:

- This role does not directly supervise any individuals

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.

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.