



Job Title: Director of Finance / District Treasurer

Department: Financial Services

Reports to: Chief Financial Officer

Compensation: BG-12

Number of Days: 12 Months

Overtime Status: Exempt

Last Revised Date: March 6, 2014

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: Supervises receipt, investment and recording of all District revenue.

Minimum Qualifications:

Education:

- Bachelor's degree in Accounting, Finance or Business Administration

Specialized Knowledge, Licenses, etc.:

- Certified Public Accountant
- Cash Management and Investments knowledge

- School finance law knowledge
- Accounting and Management knowledge

Experience:

- Minimum 10 years financial and investment experience

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.

- Responsible for the Districts cash liquidity management
- Responsible for all District disbursements from the debt service fund
- Supervises Treasury office staff
- Supervises accounts receivable accounting
- Responsible for activities and supervision of the School Activity Fund accounting section.
- Assure compliance with state mandated Oklahoma Cost Accounting System (OCAS) requirements for revenue
- Supervises compliance with IRS bond arbitrage rebate laws. Responsible for revenue forecasting and budgeting
- Forecasts and monitors District State Aid. Prepares School Board agenda items
- Manage banking relationships including pledged collateral
- Manage Gifts & Endowments Fund accounting and compliance with donor instructions
- Assist the legislative liaison during the Oklahoma legislative sessions
- Calculates and makes all pass-through payments to Charter Schools and co-operative four-year-old programs
- Serves as a member of the District Leadership team
- Displays ability to work collaboratively with others on a team
- Performs other tasks as assigned by Chief Financial Officer

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.
- 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.*