



Job Title: Director of Treasury Services / Assistant Treasurer

Department: Finance / Treasurer's Office
Reports To: Director of Finance/Treasurer
Grade: BL-11
Number of Days: 12 Months
Security Access: Education Service Center
Overtime Status: Exempt
Last Revised Date: October 10, 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: Coordinates with the Director of Finance/Treasurer to manage the District cash, investments and collateral; Maintain, track and analyze revenue collections and forecasts; Prepare monthly Treasury reports; and handle all Treasury Office functions.

Minimum Qualifications:**Education:**

- Bachelor's degree with major in finance or accounting required; CPA or MBA preferred

Specialized Knowledge, licenses, etc.:

- CPA or MBA preferred
- Bondable (required to be designated as legal "Assistant Treasurer" of the District)

Experience:

- Minimum 3 years relevant experience

Specific Training/Skills/Beliefs:

- Familiarity through education and experience with account reconciliations, banking and broker relations, revenue budgeting and government reporting concepts
- Experience in the financial division of a school district, government regulated organization or financial institution
- Experience with client/server systems, PC spreadsheets, word processing, and databases required
- Servitude mindset and willingness to provide a great customer experience
- Aligned with Destination Excellence and the believe that every child can succeed

Stakeholder Engagement:

- Engaging all District personnel, School Board, Bankers, Bond rating agencies, State Department of Education, Accountants and Auditors, Vendors, etc.
- School site visits and other community engagement

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.

- Oversee online payment systems
- Prepare and Review Treasury journal entries
- Monitor accounts receivable
- Bank reconciliations
- Coordinates with and is primary back up for the Treasurer to:
 - Manage the District cash, investments and collateral
 - Prepare monthly Treasury reports
 - Forecast and monitor revenue collections
 - Prepare revenue budget and strategies to maximize revenue for effective educational strategies
 - Make payments to 4-year old and charter school programs
 - Supervise the School Activity Fund accounting section
 - Make all Debt Service Fund payments
 - Assess and monitor arbitrage compliance
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Supervisory Responsibilities:

- School Activity Fund Supervisor
- SAF Bookkeeper Technicians

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.