



**Job Title:** Executive Administrative Assistant, Chief Financial Officer

**Department:** Finance

**Reports To:** Chief Financial Officer

**Grade:** CA-15

**Number of Days:** 12 Months

**Security Access:** ESC

**Overtime Status:** Non-exempt

**Last Revised Date:** August 29, 2017

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**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:** Provide high-level administrative support by conducting research, preparing District reports, handling information requests, managing the executive office(s) and performing clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings/agendas.

**Minimum Qualifications:**

- **Education:** High school diploma or equivalent required. Additional certification/training preferred.
- **Experience:** Five years office/secretarial 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.

- Provide clerical services related to budget management of school programs/departments/accounting funds.
- Field information requests from the ESC and schools.
- Plan meetings, invite attendees, and draft agendas.
- Organize and file confidential payroll/personnel information.
- Process requisitions for travel, supplies, and equipment through the efficient usage of the Munis system.
- Facilitate internal and external audits.
- Maintain Administrators' calendars and ensure timely attendance of meetings.
- Interface with the Munis, NOVOS, and FACET systems.
- Devise and execute systems and procedures for keeping the office of the Chief Financial Officer (CFO) organized and operating smoothly.
- Serve as a liaison to internal and external stakeholders and help manage their requests, questions and or services.
- Regularly communicate on the CFO's behalf, including drafting, editing, and preparing correspondence.
- Act as the point of contact and communicate project status to all participants.
- Prepare Board and Board committee agenda items and submissions.
- Other duties as assigned by Administrators.

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

- Excellent written and verbal communication skills.
- Give full attention to what other people are saying, take time to understand the points being made, and ask questions as appropriate.
- Time management skills.
- Knowledge of Microsoft Word and Excel.
- A positive attitude and ability to work harmoniously with other employees.
- Must be a self-starter and willing to learn new duties.
- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to tell when something is wrong or is likely to go wrong.
- Outstanding follow-through skills.
- Can be trusted to handle confidential information with discretion.
- Works well under direction yet can problem-solve independently.

- Committed to Tulsa Public Schools Mission and Vision.

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

- Be able to sit for long periods of time without a break.
- Coordinate meetings in-person or via conference call.
- Frequent use of electronic mail.
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily require working indoors in environmentally controlled conditions.
- Normal effort or occasional periods of light 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.*