



Job Title: Assistant To The Treasurer

Department: Treasury
Reports To: Treasurer and Director of Treasury Services
Grade: BL-04
Number of Days: 12 Months
Security Access: ESC
Current Date: September 19, 2012
Overtime Status: Exempt

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.

Qualifications/Job Requirements:

Education:

- HS 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 (If Applicable):

- Lift file boxes, clean out vault, etc.

Other:

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

Scope of Authority (If Applicable): Supervises Treasury Office clerical personnel.

Customer Contacts (Internal and External):

- Internal contacts- Other ESC personnel, School personnel when required.
- External contacts- Banking personnel, SDE OCAS personnel, others as required.

Duties and Responsibilities:

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 on line computer system.
- Updates office procedures to improve operations when applicable.
- Other duties 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.
- Other duties as directed by Treasurer.

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