



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director of Finance / District Treasurer

Reports to: Chief Financial Officer
Department: Financial Services
Compensation: BL 12
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008

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

Qualifications/Job Requirements:

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

Duties and Responsibilities:

- 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.
- Performs other tasks as assigned by Chief Financial Officer.