

JOB TITLE: Accounting Specialist I
REPORTS TO: Director of School Operations
SCHEDULE: 12 months / Part-Time

ROLE Overview

The Accounting Specialist is a key member of the school's operations and finance team. The primary responsibility of the Accounting Specialist I is to perform accounting services for KIPP Tulsa College Preparatory (KTCP). The Accounting Specialist I will work closely with the Executive Director and Director of School Operations and will report to the Director of School Operations. The ideal candidate is a highly organized, efficient, and systematic, with experience using accounting software. Additionally, the ideal candidate is a team player who believes in the KIPP Tulsa school model and is committed to helping build a network of high-performing schools that empower all students with the academic, character, and life skills they need to succeed in high school, college, and the competitive world beyond.

RESPONSIBILITIES OF THE **ACCOUNTING SPECIALIST I** WILL INCLUDE:

Encumbrance/Accounts Payable and Program Claims

1. Set up purchase orders based on requisitions before items are delivered or services are performed.
2. Certify and prepare payments for itemized invoices.
3. File purchase orders with supporting documentation and present for independent audit.
4. Assist with proper Oklahoma Cost Accounting System (OCAS) account coding based on descriptions of goods and services provided on the requisition.
5. Monitor budget variance and assist management in forecasting revenue, expenditures, and preparing the annual budget.
6. Work with Federal Programs Consultant to process and monitor federal program claims against the budget.
7. Work with school management, auditors, and federal programs consultant to ensure accurate and timely financial and compliance reporting to internal and external stakeholders and other required entities.

Treasury

1. Perform timely reconciliations performed monthly of reported OCAS Funds to bank statements.
2. Post receipts to appropriate accounts using the OCAS codes as required by the Oklahoma State Department of Education.
3. Prepare monthly financial statements for review by management and governing board.
4. Prepare orderly file folders to maintain records of all treasurer services.
5. Provide treasurer records and financial report information to independent auditor.
6. Submit previous end of the fiscal year data to Oklahoma State Department of Education.

Compliance:

1. Work with DSO, executive director, and Finance Committee to establish finance operating procedures, review and update current policies and procedures to ensure compliance, and develop and update financial dashboards to monitor performance.
2. Respond timely to all financial questions and concerns as required.

3. Work with finance committee and executive director for requested changes to monthly financials, including any ad hoc reports requested by the DSO, executive director, school leader, or Board.

Payroll Services:

1. Calculate and print checks and/or create direct deposit for all net pay amounts for all applicable payrolls.
2. Calculate and print checks and/or directly deposit tax withholding for Federal and State of Oklahoma payments.
3. Calculate and print checks and/or directly deposit funds for fringe benefits, retirements, garnishments, or any deduction or benefit normally processed through payroll.
4. Create, submit, and file all payroll tax filings for Federal and State of Oklahoma.
5. Provide reports, copies of payroll tax filings and paystubs to DSO for distribution.
6. Prepare online financial reporting for the Oklahoma State Department of Education regarding the OCAS coding of payroll items.
7. Work with federal programs consultant, executive director, and development director to ensure all federal and grant reports include properly coded payroll items.

Skills, Characteristics and Competencies:

- Analytical with strong organizational skills
- Ability and desire to work in a fast-paced, highly disciplined, sometimes unpredictable school environment
- Maturity, humility, strong work ethic, sense of humor, and roll-up-my-sleeves attitude
- Belief in the KIPP Tulsa mission, Core Acts, and educational model
- Proven track record for meeting project deadlines
- Demonstrated ability to drive toward results
- Strong interpersonal and communication skills (written and oral)

Educational Background and Work Experience:

- Bachelor's degree from a competitive college or university preferred or equivalent experience
- 2-4 years of previous accounting experience in an educational setting.
- Training and experience with Wengage Software provided by Municipal Accounting Systems (MAS) a plus.

Salary & Benefits:

This is a part-time, exempt position. Salaries are competitive with the local public schools and regional charter schools. Competitive benefits package includes healthcare coverage (medical, dental, vision), Oklahoma State Teachers Retirement System participation, life insurance, and long-term disability for eligible employees.

To Apply:

If you are highly committed to enacting extraordinary change for traditionally underserved students please apply directly online at <http://kipptulsa.org/careers/>. Click APPLY. Then choose the best job you will ever have and complete the application process. If you have questions, do not hesitate to contact KIPP Tulsa at 918-794-8652 or by email at amurrell@kipptulsa.org.



As an equal opportunity employer, KIPP Tulsa does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.