



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Senior Accountant – Capital Assets & Financial Reporting

Reports to: Director of Accounting
Department: Finance
Number of Days: 12 Months
Compensation: BG-07
Overtime Status: Exempt
Date Job Revised: March 7, 2014

Position Summary: Preparation of GAAP financial reports, account analysis and reconciliations, encumber bond-related contracts.

Qualifications/Job Requirements:

Education:

- Bachelor's degree in accounting.

Specialized Knowledge, Licenses, etc:

- CPA preferred.

Experience:

- At least three years at staff account level or above.

Specific Training/Skills:

- MS Excel at an advanced level to include database functions.
- Working knowledge of complex, high volume accounting activities.
- Working knowledge of MS Access queries.
- Demonstrated ability to perform complex account reconciliations including analysis and resolution.

Other:

- Strong organizational skills, including an ability to communicate well with others and ability to prioritize and delegate is necessary.

Physical Requirements (If Applicable):

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Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal: Staff administration, school, and site personnel.

- External: Various state and federal agencies.

Duties and Responsibilities:

- Prepare financial reports and serve as the lead for development of the CAFR.
- Ensure compliance with GAAP and other mandated reporting requirements.
- Perform technical accounting work to include account analysis and reconciliation.
- Review account coding to ensure compliance with federal and state reporting requirements.
- Process encumbrance requests for service contracts, bond projects and intercompany billing.
- Prepare and book journal entry reclassifications as needed.

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