



**Job Title:** Senior Accountant – Systems & Reporting

**Department:** Accounting  
**Reports To:** Director of Accounting  
**Grade:** BG-07  
**Number of Days:** 12 Months  
**Security Access:** ESC  
**Current Date:** March 18, 2014  
**Overtime Status:** Exempt

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**Job Objectives:** Ensure that State and Federal reporting is completed accurately and on a timely basis. Provide assistance to school sites and district offices so that they can complete their duties on a timely basis. Monitor financial system software integrity.

**Minimum Qualifications:**

- Bachelor's degree.
- Accounting major.
- Familiarity with report writing tools.

**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.

- Prepare Revenue and Expenditure reports to be submitted to Oklahoma Cost Accounting System (OCAS) at Fiscal year-end.
- Prepare and issue 1099-MISC statements to vendors and Internal Revenue Service.
- Set up accounts for sites to use when putting Requisitions on the financial system.
- Creating reports to be used for analysis of data.
- Monitor, research and resolve Financial system-generated discrepancies.
- Process monthly system closing activities.
- Responsible for keeping the district account codes in compliance with the State department.
- Develop reports using report-writing software with both data warehouse and Tyler's SSRS.
- Develop complex Excel spreadsheets to allocate workers' comp and child nutrition encumbrances and expenditures.
- Create the FR3 report for the district's financial information submitted to the State department.

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

- Ability to use advanced functionality of Excel for large volume of data analysis.

- Knowledge of OCAS account coding requirements.
- Ability to use report-writing software.
- Ability to determine vendor reporting classifications for 1099 reporting.
- Ability to identify problems with financial system software and then to communicate these problems to the vendor for resolution.

**Supervisory Responsibility:**

- None.

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

- General office.

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