

TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Supervisor – School Activity Fund

Reports to: District Treasurer
Department: Treasury / School Activity Funds
Number of Days: 12 Months
Compensation: BL-7
Overtime Status: Exempt
Date Job Revised: September 2, 2009

Position Summary: Supervise the daily operations of the School Activity Funds department. Ensure compliance with the laws and policies of the Board of Education District and state

Qualifications/Job Requirements:

Education:

- Bachelor's Degree with accounting major.

Specialized Knowledge, Licenses, etc:

- Previous supervisory experience and experience with activity funds.

Experience:

- Microsoft Word, Excel, PowerPoint, Wengage accounting software.

Specific Training/Skills:

- State laws, district policies, school activity fund policies, OCAS requirements.

Physical Requirements (If Applicable):

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Other:

- Excellent communication and people skills.
- Detail-oriented professional.
- Possessing strong analytical and problem solving skills.
- Ability to make well thought out decisions.

Scope of Authority (If Applicable):

- School Activity Fund bookkeeper technicians.

Customer Contacts:

- Internal: Principals, school treasurers, directors, area superintendents, cabinet members, and teachers.
- External: Outside vendors, banks, liaison with accounting system vendors, auditors, parents.

Duties and Responsibilities:

- Supervise and monitor a staff of five bookkeepers (40%)
- Maintain the Education Service Center activity fund (30%)
- Reconcile & prepare monthly financial reports for all SAF accounts (10%)
- Assist in training any new SAF Treasurers at 90 school sites
- Troubleshoot Wengage software error messages
- Coordinate with independent auditor on audits of School Activity Funds
- Work closely with local financial institutions and vendors
- Updating SAF handbook and policies as needed
- Perform internal audits at year end of SAF accounts
- Compile OCAS reports and financial reports for SAF
- Train all newly hired bookkeepers
- Attend financial workshops & meetings
- Conduct staff evaluations
- Kronos manager and Facet manager

- Purchase all necessary office equipment/supplies
- Facilitate any Public Rights to Know Requests
- Coordinate with Building Rentals for any contracts regarding SAF events
- Work with Campus Police on payment for security needs
- Interview and select for bookkeeping positions
- Compile monthly custodial report for Board approval
- Conduct end of the year closing interacting with various departments
- Distribute Pepsi allocations to all site
- Ensure that resources are spent and handled in compliance with state laws, & district policies
- Compile various requested reports as needed
- Conduct SAF workshop twice a year
- Monitor all SAF accounts and make recommendations for improvement
- Report all problems or potential problems to District Treasurer or CFO
- Research and resolve all accounts out of balance
- Evaluate any incidences of theft and other problems at school sites³
- Predict school needs and resolve their requests and queries
- Cover bookkeeping position when needed for vacation or illness
- Evaluate and implement accounting software for activity fund needs when required
- Provide any other assistance needed to District Treasurer and CFO