



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Director, Treasury Services**

**Reports to:** Executive Director of Finance/Treasurer  
**Department:** Financial Services/Treasury Office  
**Compensation:** BL 11  
**Number of Days:** 12 Months  
**Overtime Status:** Exempt  
**Date Job Revised:** January 31, 2008

**Position Summary:** Coordinates with the Executive Director of Finance/Treasurer to manage the District cash, investments and collateral; Maintain, track and analyze the revenue collections and forecasts; Prepare monthly Treasury reports; and Handle all Treasury Office functions.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Bachelor's degree in accounting, finance or related business areas. CPA or MBA preferred

##### **Specialized Knowledge, Licenses, etc:**

- CPA or MBA preferred;
- Bondable (to be designated as legal "Assistant Treasurer" of District)

##### **Experience:**

- Minimum 5 years relevant experience

##### **Specific Training/Skills:**

- Familiar through education and experience with cash management, bond debt management, banking and broker relations, revenue budgeting and governmental reporting concepts.
- Experience in the financial division of a school district, government regulated organization or financial institution.
- Experience with mainframe systems, client/server systems, PC spreadsheets, word processing and databases required.

##### **Scope of Authority (If Applicable):**

- Supervises Treasury Office Staff including SAF.

##### **Customer Contacts (Internal and External):**

- All District personnel, School Board, Bankers, Bond rating agencies, SDE and legislators, Accountants and Auditors, Vendors, etc.

##### **Duties and Responsibilities:**

- Co-ordinates with and is primary back up for the Treasurer to
  - A.) manage the District cash, investments and collateral;
  - B.) track and analyze District revenue collections and forecasts;
  - C.) prepare monthly Treasury reports;
  - D.) Forecast and monitor District state aid payments;
  - E.) prepare District revenue budget;
  - F.) make appropriate payments to charter schools;
  - G.) supervise the School Activity Fund accounting section;
  - H.) make all District Debt Service Fund payments and assess arbitrage requirements;
  - I.) handle all other Treasury Office functions