



Job Title: Treasury Technician

Department: Treasury
Reports To: Director of Finance/Treasurer
Grade: CA-12
Number of Days: 12 Months
Security Access: Mason Education Service Center
Current Date: May 26, 2017
Overtime Status: Non-Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: The Treasury Technician is responsible for recording revenue in the financial software system. Receipts are issued for funds received in face-to-face transactions, by mail and by wire transfer. Updates and additions to the chart of accounts and maintaining the revenue budget in the financial system are also the responsibility of this position as well as responding to inquiries from visitors, school personnel and the public.

Minimum Qualifications:

- High School Diploma or GED

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.

- Records all local, county, state and federal monies received by the district in compliance with OK Cost Accounting Standards.
- Interacts with customers regarding Accounts Receivable balances, district personnel for questions on revenue, banking personnel to resolve banking issues and State DOE for allocation and payment questions.
- Maintains customer records in financial system software.
- Transmits warrant files to bank, reconciles revenue receipts to bank deposit and processes deposits.
- Inputs revenue budget into financial system software, maintains revenue accounts in the chart of accounts and prepares and posts journal entries as needed.
- Accepts in-person payments and receipts SAF funds for ESC Accounts.
- Review receipts and deposits for selected SAF bank accounts and cash out daily.
- Prepare monthly bank reconciliations for selected SAF bank accounts.

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

- Calculator
- Computer keyboard input
- Copier/scanner
- Telephone and personal communication skills
- Account analysis

Supervisory Responsibility:

- None

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

- Business office

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.