



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Chief Financial Officer

Reports to: Superintendent
Department: Finance
Compensation: BL 13
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 28, 2008

Position Summary: Responsible for the financial oversight of all district activities ensuring adherence to state and federal financial regulations. Responsible for the development and implementation of the District's budget; the operations of general accounting and control, and financial reporting; the receipt, investment and recording of all district revenue; and the supply management functions of the District. Ensures compliance with the Board of Education's policies, state and federal fiscal management laws and regulations.

Qualifications/Job Requirements:

Education:

- Bachelor's or Master's degree in accounting, finance or business administration.
- Master's of Business Administration preferred.

Specialized Knowledge, Licenses, etc:

- Certified Public Accountant preferred.
- School finance law knowledge

Experience:

- Minimum of ten years of accounting, budgeting, and finance
- Spreadsheet, Word and Power Point software and mainframe financial system experience

Duties and Responsibilities:

- Responsible for the development of the Preliminary School Budget and Financing Plan and related amendments.
- Responsible for the Budgetary Transfer and Budget Amendment processes.
- Responsible for the Budget Session reports.
- Responsible for the process to initiate the approved operating budget systemically for the new fiscal year.
- Responsible for the District's cash liquidity management.
- Responsible for all district disbursements from the debt service fund.
- Responsible for compliance with state mandated Oklahoma Cost Accounting System (OCAS) requirements for revenue.
- Responsible for compliance with IRS bond arbitrage rebate laws. Responsible for revenue forecasting and budgeting.
- Responsible for forecasts and monitoring of District State Aid.
- Prepares School Board agenda items.
- Responsible for banking relationships including pledged collateral.
- Responsible for development, maintenance, and execution of fiscal policies, accounting, and internal financial controls of the district.
- Responsible for the preparation of financial statements and reports for internal and external use as well as for audit purposes.
- Responsible for the district's external audits, corrections and improvements as required.
- Represents the District to various government agencies, funding agencies, media, employees, and/or the general public/local community.

- Recommends and participates in the development of district policies and procedures, may serve on district planning and policy-making committees.
- Responsible for interpreting Board policy and developing management objectives related to procurement.
- Responsible for a distribution operation utilizing 12 trucks/routes daily carrying a variety of products (i.e. perishables, chemicals, hot food and frozen food) to 90+ sites.
- Responsible for a procurement card program with annual transaction volume in excess of \$10 mil.
- Responsible for Accounts Payable functions related to Purchase Orders, keeping current on pertinent accounting laws and standards.
- Responsible for a central warehouse of 120,000 sq. ft., as a supplier of materials and equipment for all sites and operational support service departments.
- Responsible for purchasing fleet vehicles, maintaining titles and vehicle ownership files for district-wide fleet.