

OKLAHOMA ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS



EMPLOYMENT ANNOUNCEMENT

Professional Development Coordinator

March 7, 2023 – Until Candidate is Found

JOB TITLE: Professional Development Coordinator

SALARY COMPENSATION PACKAGE: Negotiable

WORK PERIOD: Monday through Friday, 8:00 am – 5:00 pm, and occasional after-hours and overnight travel required

WORK LOCATION: Work from home

Job Objective: Develop and coordinate professional development activities and events for OKASBO

Education: Bachelor's Degree in Accounting, Business, or Education preferred

Special Knowledge, Skill, or Ability:

- Knowledge of various aspects of school business finance and operations
- Excellent organizational skills
- Critical thinking skills
- Problem-solving skills
- Detail-oriented
- Ability to effectively interact with diverse industry professionals
- Ability to work in a team
- Exemplary personal conduct and integrity
- Reliable, dependable, and punctual
- Excellent written and oral communications skill
- Intermediate to advanced business and computer technology and electronic communications skills

Experience: Minimum of five years of experience in public or technical education, school business management, school accounting, or a combination preferred.

Applications will be accepted by mail at OKASBO, PO Box 32364, Edmond, OK 73003. Please submit your letter of interest and resume for the above-referenced position.