



Job Title: General Accounting Manager

Department: Accounting

Reports To: Director of Accounting

Grade: BL-8

Number of Days: 12 Months

Security Access: Education Service Center

Current Date:

Overtime Status: 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: Under the guidance of the Director of Accounting, this nimble and dynamic General Accounting Manager will supervise the coordination and execution of various related tasks for several work streams across the accounting team. This person will review internal processes and identify most efficient ways to accomplish tasks and deadlines while aligning with departmental and district goals and be comfortable overseeing various responsibilities within the accounting department.

Minimum Qualifications:**Education:**

- Bachelor's degree in Accounting or Business Administration; Master of Business Administration preferred
- CPA highly desired

Experience:

- Minimum of five years of supervisory accounting experience or equivalent work experience in financial, analytical, accounting field required.
- Experience with preparation of governmental financial reporting required
- Proficient in the use of Microsoft Word and Excel required.
- Familiarity with OCAS (Oklahoma Cost Accounting System) a plus
- MUNIS financial systems experience a plus

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Direct supervisor of a combination of General Accounting, Accounts Payable and Fixed Asset teams and/or workstreams
- Administer the fixed asset accounting procedures of the District, including but not limited to:
 - Oversee and administer Fixed Asset System and review/verify scanned inventory is loaded to system
 - Create schedules of site/department audits and work across district to communicate and help Site Asset Managers prepare for audits and clear exceptions.
 - Approve and reconcile Asset transaction records for the Comprehensive Annual Financial Report
 - Stay current on all laws and policies for tracking and reporting district assets to ensure and enforce compliance
- Maintain and control the general ledger procedures of the district which is the official record for reporting expenditures, encumbrances, and requisitions for all funds used by the District by:
 - Monitor, research, and resolve Financial system-generated discrepancies
 - Work across teams to keep system transactions cleaned up
 - Ensuring compliance with mandated reporting requirements designated by policies and state or federal laws.
 - Continually reviewing and evaluating financial internal controls to ensure compliance for audits.
- Coordinate and help lead the activities of the department and with other departments on the computerized financial system:
 - work with ERP vendor to resolve processing problems and develop functionality as needed;
 - prepare fiscal year-end Expense and Revenue reports for submission to state dept. of education
 - 1099 reporting;
 - Prepares/Creates system data reports for annual audit and Open Records Requests

- Prepare the Comprehensive Annual Financial Report as required by Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Assist the Accounting Director with special projects related to the department
- Other Duties as assigned

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

- Willingness to work non-standard hours
- Leverages strong organizational and time management skills, including keen attention to detail, proactive problem-solving, and the ability to adhere to strict timelines
- Excellent multi-tasking skills and ability to manage multiple projects and work-streams happening concurrently;
- Ability to effectively communicate both verbally and in writing
- Ability to learn quickly and work in a fast-paced environment
- Experience effectively engaging with multiple constituencies
- Ability to work proactively, anticipating the needs of colleagues and assessing potential risks – i.e. the ability to identify problems and anticipate potential problems
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, including the ability to apply general rules to specific problems to produce answers that make sense
- Must be a self-starter, taking the initiative to develop self while seeking feedback for continuous growth and improvement
- Ability to cultivate trusting, respectful, professional relationships with team members across the organization
- Ability to provide high levels of customer service to meet varying team and individual's needs
- Meticulous attention to detail and good organizational skills.
- Embody core values and show initiative to support organizational priorities

Supervisory Responsibility:

- This role directly supervises accounting team members

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

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender

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