



Job Title: Senior Accountant, Systems & Reporting

Department: Accounting
Reports To: Director of Accounting
Grade: BG-07
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: July 26, 2023
Overtime Status: Exempt
Oklahoma Teacher's Retirement: Mandatory Participation

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 ambitious 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 from one another because ambitious 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: This role is responsible for leading the review and maintenance of the district's financial system general ledger for compliance with the State coding requirements. The senior accountant role works directly with the Director of Accounting to lead and assist with the needs of internal tracking/identification of expenditures for reporting and spending management tools. Performs system reporting and month end processing to maintain the accuracy of the district's financial systems data for accuracy and compliant reporting requirements. Develops analytical and historical reporting as needed such as open record requests and external auditor data reports. Supports annual creation of the district financial statements by preparing required adjusting journal entries needed to be able to present the district's financial data as the required accrual basis accounting method from the cash-basis accounting method of district's daily practices.

Minimum Qualifications:**Education:**

- Bachelor's degree in Accounting or Business Administration

Specialized Knowledge, Licenses, Etc.:

- Current CPA certification highly preferred
- Proficient in Microsoft Office Suite and Google Office Suite
- Ability to use advanced functionality of Microsoft programs, specifically Word and Excel for large volume data analysis required
- Knowledge of Oklahoma Cost Accounting System requirements highly preferred
- Experience or knowledge of accrual basis accounting and financial statement reporting preferred

Experience:

- Three (3) years of equivalent work experience in general ledger accounting or financial/analytical accounting field required
- Experience with preparation of governmental financial reporting highly preferred

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.

- Prepares Revenue and Expenditure reports to be submitted to the Oklahoma Cost Accounting System (OCAS) at fiscal year-end
- Keeps the district account codes in compliance with the most recent version of the State Department of Education's Oklahoma Cost Accounting System (OCAS) manual
- Identifies and shares coding errors with other financial department teams for correction to the system data
- Sets up general ledger accounts for district use when processing encumbrances and expenditures on the financial system and validates the coding requests for compliance to State reporting and accuracy
- Creates and processes reports using district supported report-writing software as needed for required district and State audits and public reporting of district's financial data
- Processes monthly system closing activities
- Monitors, researches, and resolves financial system-generated discrepancies
- Develops and maintains complex Excel spreadsheets to prepare the required annual adjusting entries to the general ledger for the Annual Comprehensive Financial Report using the accrual-basis accounting method
- Updates, maintains, and processes lease-tracking software data for identified district reportable tangible and intangible leased property, equipment, and software agreements as required for compliance with Governmental Accounting Standards Board criteria for reporting in the Annual Comprehensive Financial Report
- Prepares the Schedule of Federal Awards (SEFA) report for annual audit and submission to the Federal Clearinghouse
- Performs other tasks, duties, or services consistent with this position as assigned

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

- Meticulous attention to detail and the ability to prioritize multiple projects at once
- Demonstrates creative thinking and problem-solving skills
- Ability to work well under pressure and meet deadlines
- Excellent analytical skills of large data exports and imports
- Strong verbal and written communication skills
- Demonstrate organizational skills in managing district general ledger coding and system accounting modules
- Must be a motivated self-starter
- Ability to manage both up and down and create buy-in from people with diverse perspectives and backgrounds for new ideas and approaches
- Open to change and able to apply critical thinking while developing solutions based on new guidelines, methods, and technologies
- Ability to oscillate between independent and collaborative work with ease

Supervisory Responsibility:

- This role does not directly supervise any individuals

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

- Physical requirements consistent with an office setting

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 expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law. Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities.

If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.