

Job Description
MOORE PUBLIC SCHOOLS

Job Title: OCAS Specialist/Deputy Treasurer

Qualifications:

Credentials: Bondable

Education: Bachelor=s degree, or equivalent experience in Accounting, Business, Finance, Auditing, Cost Control or related field

Training or Experience Required: At least 3 years banking or business investment experience. Experience in working in accounting, purchasing, accounts payable or related business and/or financial services field, preferably in an educational or governmental environment. Experience in assisting with the development of operational budgets for Oklahoma school districts preferred. Knowledge and experience in working with Oklahoma Cost Accounting System (OCAS) and related State Department of Education regulations. Must have experience using word processing, databases, and spreadsheets, as well as working with computerized accounting software.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition to above, composes correspondence, provides complex instructions, makes public speeches or presentations or provides complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, State Statutes, Board Policies, proposals, regulations, balance sheets/ledgers, investment/banking information, etc.

Business Machines (like computers, copiers, fax machines, etc.): Operates business machines requiring formal, specialized training such as a personal computer software with sophisticated retrieval, storage and merging capabilities.

OCAS Specialist/Deputy Treasurer

(2 of 3)

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Site: Administrative Service Center

Reports To: Executive Director of Financial Services

Job Goals (Purpose of Position): Under minimal supervision performs treasury duties and assists the District Accountant and the Executive Director of Financial Services in the efficient operation of the Financial Services Division. Assists in ensuring the accuracy and integrity of the financial accounting system and the school district operating budget.

Contact with Others: An incumbent in this position has regular contact with other district employees as well as persons outside the district, which requires tact and diplomacy and independent judgment such as problem solving, making formal presentations, and interpreting policies and procedures based on experience. This incumbent will also have regular contact by phone and must be able to answer information requests and provide assistance as needed.

Performance Measures: Successful performance of the job requires good customer service/people skills, managing financial resources, managing information, planning, organizing, leadership, teamwork, and provide information as requested. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, the incumbent must maintain a positive attitude and be cooperative toward other staff members, the public and students within the educational system.

Essential Job Functions (Performance Responsibilities):

1. Acts as custodian of all district monies and maintains ledgers for each fund.
2. Receives and disburses district monies and maintains ledgers of such receipts and disbursements.
3. Deposits district monies in Board designated banks, monitors the investment market and places district funds so as to receive the highest rate of interest available.
4. Prepares for Board Agenda: reports on the district=s monthly and year-to-date financial status. Prepares and submits annual report at the end of each fiscal year.
5. Maintains files of paid warrants, pledged collateral, bank statements, receipts, allocation notices of State and Federal aid, grants, etc., and Special Education claims and receipts.

OCAS Specialist/Deputy Treasurer

(3 of 3)

6. Assists in preparation of the annual operating budget.
7. Assists the District Accountant in reviewing budget reports to ensure that all departments/school sites stay within their budget allocations.
8. Performs data entry and analyses of various financial accounting and budget information.
9. Assists in reviewing revenue and expenditure reports to verify account coding accuracy.
10. Ensures all users of OCAS are knowledgeable and confident with the system. Provides initial and follow-up training to users as needed.
11. Reviews OCAS coding and checks for accuracy.
12. Processes daily requisitions of all departments/school sites.
13. Prepares and distributes postage billings and related documents.
14. Performs such other tasks and assumes such other responsibilities as the Executive Director may assign.

Supervision Exercised: An incumbent may supervise office assistants.

Physical/Mental Requirements and Working Conditions: Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone and before audiences.

Terms of Employment: 251 Days

Salary: To be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provision of Board Policy.

Approved 03-14-95

Revised 02-08-99

Revised 12-10-01