



T U L S A

PUBLIC SCHOOLS

**Job Title:** Staff Accountant I  
**Department:** Accounting  
**Reports To:** General Accounting Manager  
**Grade:** CA-17  
**Number of Days:** 12 Months  
**Security Access:** ESC  
**Current Date:** November 21, 2016  
**Overtime Status:** Non-Exempt

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**Position Summary:** Accounting duties to include analysis, reconciliations, journal entries, invoicing.

**Minimum Qualifications:**

- Associate's degree with emphasis in Accounting

**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.

- Reconciles, gather and/or oversees that all balance sheet accounts are updated monthly.
- Process vendor payment applications for non-routine invoice situations where data files are received (i.e. OfficeMax, Ricoh, Verizon, ATT).
- Review accounts for explanation of variances or OCAS kick-outs and record adjusting journal entries as needed.
- Research stale-dated checks and resolve for final disposition.
- Handle mass encumbrance process for district-wide payments (i.e. utility companies, Cell Phones, Ricoh MFDs).
- Invoicing of contract obligations, utilities, CN catering and employee expenses.
- Journals internal department charge backs (i.e. Print shop)
- Reconciles overall credit card statements and records payment to credit card provider; audits individual statements activity; activates new cards and sets dollar limits online.

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

- Highly skill competency in Excel.
- Ability problem solve and use analytical techniques.

**Supervisory Responsibility:**

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

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