

## Union Public Schools Job Description

**Position Title:** Financial Reporting Manager/Assistant Treasurer  
**Department:** Financial Reporting & Treasury  
**Supervisor:** Department Administrator

**FLSA Designation:** Exempt

**SUMMARY:** Under the direction of the Director of Financial Reporting & Treasury, monitors, maintains, creates and assists in the performance of district wide budget functions such as revenue and/or expenditure budget development which includes position control analysis, budget review, and budget reconciliations; analysis for District, state and local financial and budget reporting; assists with audit requirements; assists statutory/District policy compliance; internal control; and assist with implementation of a new financial software system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Creates, reconciles and maintains detailed revenue and/or expenditure budgets for the general fund, building fund, and child nutrition fund in multiple exhaustive, highly complex Excel spreadsheets in addition to an I-5 environment both of which serves as the official budget record for the District.
- Monitors, maintains, and analyzes all district wide budgets for the district appropriated funds.
- Develops, distributes, and manages input of all Budget Development.
- Maintains and monitors all position budgets district wide.
- Monitors revenue and/or expenditure control and compliance with state-mandated OCAS coding system; identifies and communicates potential over expenditures to Director of Financial Reporting & Treasury.
- Assists in the preparation and analysis of monthly Board budget reports and prepares annual budget presentation.
- Participates in the compilation of data for the FR3 OCAS submission, Estimate of Needs, the annual independent financial audit and resulting CAFR, and special audits. Assists in the preparation of audit work papers in compliance with Generally Accepted Accounting Principles and GASB Statement #34.
- Assists in the implementation of financial setup, data migration and data verification to MUNIS.
- Assists in the performance and evaluation of internal control procedures.
- Manages and directs accountants, specialists, and/or senior financial clerks in daily functions in the area of budget, treasury, and/or fixed assets.
- Works on projects for special financial, budget treasury and/or fixed assets.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of minimum two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Supervises the equivalent of two or more full-time employees.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are*

*representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in accounting from an accredited college or university required. Minimum 5 (five) year financial, analytical accounting experience and two (2) years experience in a governmental and/or not-for-profit fund accounting organization, preferably in education. Experience and/or working knowledge of GASB Statement #34, and budget and/or treasury functions. Knowledge and understanding of Oklahoma Cost Accounting System (OCAS) and school financial laws. Experience with AS/400 is preferred. Supervisory/Management experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** CPA preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers of an organization.

**MATHEMATICAL SKILLS:** Advanced Microsoft Excel competency. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Must have strong communication, interpersonal, organizational and computer skills. Ability to develop effective working relationships with staff, vendors, and the school community. Ability to communicate clearly and concisely. Experience in management of multiple, simultaneous tasks under time and accuracy constraints. Ability to perform the functions of the position with minimal supervision and remain self motivated. Ability to communicate tactfully, effectively, and positively with District personnel. Strong analytical skills.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work in an office environment; sustained posture in a seated position for long periods of time.  
Overtime required during critical peak times.

The noise level in the work environment is usually quiet.