Job Description **5.41**
MOORE PUBLIC SCHOOLS

Job Title: **Construction/Bond Fund Specialist**

Qualifications:

Education: High school diploma and specialized vocational experience in accounting, business, finance, operations, and basic office skills.

Training or Experience Required:

Experience in working in accounting, purchasing, accounts payable or related 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: Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

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 material such as charts, contracts, application forms, State Statues, Board Policies and Regulations and instructional materials.

Business Machines: Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include, but are not limited to, photocopiers, FAX machines, calculators, computers and multi-line telephones.

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

Site: Administrative Service Center
Reports To: Assistant Superintendent (Operations)

Job Goal (Purpose of Position): Performs assigned duties under general supervision to assist the Executive Director in the efficient management of the Operations Division. Assists in ensuring the accuracy and integrity of the financial accounting for the Building Fund and Bond Funds overseen by the Operations Division.

Contact with Others: An incumbent in this position has regular contact by telephone or in person with other district employees and the public to determine actual information needed. 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 to elicit information, resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other Board policies. Creativity, initiative and effective problem solving is 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. Performs clerical support functions for the Assistant Superintendent using word processing, database, and spreadsheets software. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations. Prepares routine correspondence as assigned.

2. Receives, directs and may perform simple interviews with visitors; handles/screens telephone calls, and provides assistance or technical information concerning policies, procedures, and other details.

3. Assists in preparation of the annual Operations budget.

4. Assists in reviewing budget reports to ensure that departments and projects stay within their budget allocations.

5. Performs data entry and analyses of various financial accounting and budget information.

6. Assists in reviewing pay applications and invoices to ensure accuracy.

7. Review OCAS coding and checks for accuracy.

8. Processes daily requisitions and cuts purchase orders for the Operations Division.

9. Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent may assign.

Physical/Mental Requirements and Working Conditions: Other that 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:	Category D
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 9-10-01
Revised 10-10-11
Revised 11-14-11
Revised 2024-25 Negotiated Contract